

Procedures for Submitting PDL/Sabbatical Application

Application Packet

Applicant completes an Application Packet which contains the following:

- **UF PDL/Sabbatical Application Form**
- **Smathers Libraries PDL/Sabbatical Supplemental Application Form**
- **Copy of Applicant's most recent CV**

Applicant completes application documents and submits them to the Department Chair or equivalent by the deadline.

Chair's Assessment

- Chair includes their assessment at the end of the Supplemental Form
In no more than 500 words, provide an evaluation of the benefits of the proposed leave to the individual, the University, the Libraries, and the profession, and the feasibility and practicality of the activities, goals, and outcomes described in the application materials.
- Chair completes a final review of the application documents and compiles all four documents into a single PDF packet in the following order:
 1. PDL/Sabbatical Application Form
 2. PDL/Sabbatical Application Smathers Libraries Supplemental Application Form
 3. Copy of Applicant's most recent CV
- Chair sends the final version of the packet PDF file to Library HR (email to: Libby Evans & cc: Juliana Rojas)

LHR Review

- LHR reviews the packet for completeness.
- LHR loads the packet file to the "01_Applications" > "20XX-20XX" folder in the files of the Sabb/PDL/FEO Committee Teams Page.

Sabb/PDL/FEO Committee Review

- Committee meets to review packets.
- Committee uses the Sabbatical/PDL Criteria Chart to rate the applications.
 - Benefit to Employee (1-10 pts.)
 - Benefit to the University (1-10 pts.)
 - Benefit to the Profession (1-10 pts.)
- Committee answers University Selection Procedures
 - Answering "Yes" or "No" to the question:
 - **Sabbatical:** *Does the committee believe that the proposed program is comprised of an academic project relevant to the instructional and research missions of the applicant's unit?*
 - **PDL:** *Does the committee believe that the project or work would improve the productivity of the department or function of which the employee is a part?*
- Committee emails the Libraries Dean a report that includes a meeting summary and their recommendations.

Libraries Dean Review

- The Dean considers the recommended applications and provides a list of names and types of leave recommended to the Associate Provost