

Memorandum

DATE: April 22, 2021
TO: Academic Affairs Deans; Directors & Chairs
FROM: James R. Garey, Vice Provost and Professor, Academic Labor Relations & Academic Space Planning
SUBJECT: 2022-2023 Professional Development Leave Program

Please notify all eligible employees in your respective units about the University's Annual Faculty Professional Development Leave Program. The list provided for your unit is a guide—internal verification of eligibility rests with the unit. To assist you with the notification process, we have attached a sample letter of notification.

This program is offered to regular, full time, non-visiting employees who are classified in faculty positions that are not tenure-earning, e.g., Instructors, Lecturers, Librarians, Assistants In, Associates In, etc. If you have applicants for this program, it will be necessary to establish a faculty peer committee to evaluate the applications, as described in the [Professional Development Leave Guidelines](#). The [Professional Development Leave Program Application](#) is also available on the [Provost's Office website](#).

Upon receipt of this communication, I am asking that you establish an internal deadline within your respective units to receive applications, but note the deadline for applications to be received in the Provost's Office is **February 25, 2022**.

Please submit your electronic applications with all signatures to: AA-BAP@usf.edu.

If you have any questions please call or e-mail Madeleine Hershberger, Ext. 4-2010, mhershberger@usf.edu.

Thank you.

Attachments

xc: Dwayne Smith, Senior Vice Provost