

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF REPEALED REGULATION

Date: February 7, 2007

REGULATION CHAPTER TITLE: Human Resources

REGULATION TITLE AND NUMBER: 10.114 Learning Opportunities

SUMMARY OF REGULATION: These prior administrative rules, now regulations, have not been revised to reflect changes in existing governing statutes, state university system regulations, or University policies. These Regulations are now archaic and the subject matter and procedures therein are adequately addressed in existing statute, Board of Governors Regulation or University policies.

AUTHORITY FOR REGULATION: Article IX, Florida Constitution and Board of Governors Regulation Development Procedure dated July 21, 2005.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: Dr. Janie Greenleaf, Assistant Vice President for Human Resources.

PROCEDURE FOR COMMENTS: Written comments concerning this repealed regulation must be submitted within 14 days of the date of this notice to the person identified below.

THE PERSON TO BE CONTACTED REGARDING THE REPEALED REGULATION IS: Dr. Janie Greenleaf, Office of Human Resources, 211 Foote-Hilyer Administration Center, Tallahassee, Florida 32307, (850) 599-3611 (phone), (850) 561-2080 (fax), janie.greenleaf@famuedu.

FULL TEXT OF THE REPEALED REGULATION: The full text of the repealed regulation is [attached](#).

**Regulations of
Florida A&M University**



10.114 Learning Opportunities.

~~(1) Free University Courses.~~

~~(a) University Employee Eligibility.~~

~~1. Full-time employees of the University who are in an established position and who meet academic requirements may be allowed to enroll for up to six credit hours of instruction per semester without payment of the tuition (comprised of the matriculation, student financial aid, capital improvement, building, health, athletic, and activity and service fees), and, if applicable, non-resident fees.~~

~~2. University employees who are on sabbatical, Faculty development leave, professional development leave, grants-in-aid, or any other approved educational grant or leave, with or without pay, or who have been called up involuntarily to perform active military service in accordance with Section 115.09, F.S., shall retain their eligibility to participate in this program while on such leave.~~

~~(b) An employee shall not be permitted to use any State-space personnel, equipment, or supplies in conjunction with these courses, except as provided by the university as part of the course or program of instruction.~~

~~(c) Program Administration for All State Employees.~~

~~1. The University shall publish, and furnish to other State agencies and universities upon request, the procedures to be followed by eligible employees who desire to participate in this program.~~

~~2. The University shall establish the period of enrollment for all State University System (SUS) and State employees registering for these courses and program offerings.~~

~~3. Enrollment shall be authorized on a space available basis only. "Space available", as used in the context of this rule, refers to the enrollment capacity within a scheduled course or program offering. The University may establish minimum and maximum levels of enrollment as necessary.~~

~~4. The University shall establish written criteria for designating courses and program offerings where direct costs increase with each student admitted. Space available enrollment as outlined above is not applicable to such offerings. These include, but are not limited to, Thesis, Dissertation, Internship, Directed Individual Study, and, pursuant to paragraph 6C-8.002(2)(c), F.A.C., non-credit courses and sponsored credit program offerings.~~

~~5. Any University or other state employee registering under this program for more than six credit hours shall pay tuition fees for the hours in excess of six. When different course levels are involved, the fees for the six credit hours with the higher cost shall be waived.~~

~~6. An employee shall not be permitted to use any State space, personnel, equipment, or supplies in conjunction with these courses, except as provided by the University as part of the course or program of instruction.~~

~~(2) Other Learning Opportunities. Eligible full-time Faculty and Administrative and Professional (A & P) employees may participate in learning opportunities which include:~~

~~(a) Sabbaticals—Sabbaticals for professional development will be made available to full-time tenured faculty employees, with at least six years of full-time service within the SUS. Such sabbaticals will be granted to increase the employee's value to the University. The requirements for Sabbaticals as outlined in the BOR/UFF Collective Bargaining Agreement shall apply.~~

~~(b) Faculty Development Leave Program—The Faculty Development Leave Program provides for faculty employees the opportunity to take a period of months, as determined by the University and the faculty employee, for purposes of professional renewal, planned study, formal education research, writing or other experience of professional value. Eligible faculty employees must have achieved the rank of assistant professor or higher and have six years of full-time service at the University. Terms of the BOR/UFF Collective Bargaining Agreement shall apply for employees who are members of the collective bargaining unit.~~

~~(c) Professional Development Leave Program—All employees with three or more years of service, except those who are serving in tenure-earning or tenured positions, shall be eligible for professional-development leaves if the terms of a contract and grant~~

~~through which an employee may be compensated allow for such leave, may apply for the professional development program at full pay for up to one semester for the purpose of taking academic course work, performing individual research, or other relevant activities which shall improve the employee's professional experience. The terms of the BOR/UFF Collective Bargaining Agreement shall apply for employees who are members of the collective bargaining unit.~~

~~1. An out of unit A & P employee is eligible to be considered for professional leaves with pay for educational or developmental leave. The purpose of this leave is to increase the employee's value to the University through enhanced opportunities for professional renewal, educational travel, study, formal education, research, writing, exchange programs, or other experience of professional value to the University and the employee.~~

~~2. During the period of professional leave with pay the University will continue to make contributions to the employee's retirement and insurance programs. All other benefits will continue during the period of approved professional development leave, including the accrual of annual and sick leave proportionate to the employee's appointment prior to the approval of the leave.~~

~~3. Funding will be from the employee's school, college, division or unit unless otherwise approved by the President or President's designee.~~

~~4. Employment unrelated to the purpose of the professional leave is governed by the provisions of all applicable laws, rules, policies, and procedures pertaining to outside activity and conflict of interest.~~

~~5. Professional Development Leave may be full time or part time, depending on the purpose of the leave. Normally, such a leave will not exceed one semester.~~

~~6. The President or President's designee may determine the number of professional leaves in his/her area to be approved each fiscal year. Generally, no more than one employee in a school, college, division or unit may be approved for leave at the same time.~~

~~7. Return to Work Obligation Unless a written agreement to the contrary is executed prior to participation, the following applies:~~

~~a. — Upon completion of the leave, the employee is required to return to work for twice the length of time for which the leave was approved.~~

~~b. — An employee who fails to complete the service requirement will return to the University the salary received during the leave unless otherwise approved.~~

~~c. — An employee who fails to spend the leave time as stated in the application shall reimburse the University for the salary and any other payments or benefits provided by the university during the leave.~~

~~d. — Upon completion of the leave, the employee shall provide to the President or President's designee a brief report of the employee's accomplishments during the Professional Development Leave and how those accomplishments may be used to enhance the University, school, college, division or unit.~~

~~8. — Eligibility Criteria. At least three consecutive years of service with the University in the A & P pay plan, irrespective of funding source, provided the terms of a contract or grant through which an employee may be compensated allows for such leave.~~

~~b. — The purpose of the leave is for professional development to enhance the employee's knowledge and competencies and contribution to the organizational effectiveness of the University and his/her school, college, division or unit.~~

~~c. — The University determines that the completion of the project, work, or education will improve the productivity or management of the employee's unit or the University; or move the school, college, division or unit and the University closer to achieving its specific mission or reaching its vision.~~

~~d. — The employee has not had a professional development leave for at least three years.~~

~~(d) — Personnel Exchange Program.~~

~~1. — The University may establish and maintain a program by which persons who occupy Faculty and A & P positions may temporarily exchange positions with persons in like capacities in government, private industry, and/or institutions of higher education outside of the SUS.~~

~~2. — Scope of Program — The Exchange Program is a distinct program providing opportunities for employee exchange and will not be tied to any other personnel program.~~

~~(e) — Faculty Foreign Service.~~

~~1. Full-time faculty employees of the University who work in foreign countries shall retain all rights and privileges of on-campus faculty employees, including those of salary increases, promotion and tenure.~~

~~2. No person of professional rank will be employed by the University for official duties outside of the United States in other than full professional status as a member of the faculty when such duties are expected to last for a period of 12 or more months. Persons employed for consultation or short-term tasks of less than 12 months duration will work on a special contract basis with no university rank or other connection except as specified in the individual contract.~~

~~(f) Other Educational Development Programs The University shall make provisions for employees to have access to job-related and job-required learning opportunities. The terms of the respective collective bargaining Agreement for in-unit Faculty, A & P and USPS employees shall apply.~~

Specific Authority 240.227(1), (27) FS., CF. 6C 5.930, F.A.C. Law Implemented 240.202, 240.227(5), (11) FS. History New 5-6-82, Amended 1-31-95, 6-27-96, 6-3-01 Repealed _____.

Coding: ~~Strikeover~~ indicates deletions; underlining indicates additions.