

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.

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.