**UNIVERSITY OF NORTH DAKOTA**
**Office of the Vice President of Academic Affairs and Provost**

**Proposal for**
**DEVELOPMENTAL LEAVE**

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**Name: _____**

**Degree: _____**

**Rank: _____**

**Tenured: _____**

**Department/Program: _____**

**College:_____**

**Number of Years at UND: _____**

**Year(s) of Previous Leave(s): _____**

**Dates of this Requested Leave: From _____ To _____**

**Please provide a complete description of your leave objectives and plans (adding additional pages and supporting materials as necessary). A current vitae must be attached to the leave proposal.**

**DEVELOPMENTAL LEAVE PLAN**

**Developmental Leave Objectives**

| Anticipated Activities | Dates | Location(s) |
|---|---|---|

**<u>Anticipated Outcomes</u> (List the knowledge and/or skills you expect to develop, and what you plan to produce, e.g. instructional materials, manuscripts, artistic works.)**

**<u>Anticipated Benefits</u> (Specify benefits to you, your department/program and college, the university, and the state of North Dakota.)**

**<u>Presentation and Publication</u> (Describe your plans for sharing the results and benefits of your leave on campus and off campus.)**

**Department Chair Approval:** _____

**Ranking by Department (if applicable):** _____

**College Dean Approval:** _____

**Ranking by College (if applicable):** _____

**DEVELOPMENTAL LEAVE COMMITMENT**
**(This commitment must be signed and dated.)**

**State Board of Higher Education policy requires that the following commitment be made by each person who is granted a developmental leave. Please fill out and return with your application.**

**TO: Vice President for Academic Affairs and Provost**

**FROM:** _____ _____
**Name** **Department**

**I have requested a developmental leave for the period of _____**
**with salary at _____ percent of my salary scheduled for the leave period.**

**If this leave is granted, I will return to my faculty or staff position at the university for at least a length of time equal to that during which I was on leave. If I do not return to the university for this period of time, I will refund to the university the amount of stipend paid to me while on leave.**

**I have noted the SBHE policy that developmental leave stipends may be supplemented with non-appropriated funds which may bring the total stipend to an amount equal to, but normally not to exceed the budgeted salary for the leave period, and that funds providing for extensive travel expenses, relocation expenses, and/or educational costs incurred during the leave shall not be considered as part of the base stipend.**

**I further understand that no time spent on developmental leave shall count as academic service for a tenured or probationary appointment, except at the request of the faculty member and approval of the chair, dean, and Vice President for Academic Affairs and Provost. (Reference: Faculty Handbook, II.8.1.2.B.b.ii.)**

_____ _____
**Signature** **Date**

**TO BE COMPLETED BY THE OFFICE OF THE DEAN IN CONSULTATION WITH THE FACULTY MEMBER:**

**Indicate how the workload will be absorbed during the developmental leave of this faculty or staff member:**

**Indicate faculty or staff member's salary and percent of time for the current fiscal/academic year:**
**$**

**Indicate amount and source of all resources, confirmed or anticipated, to be applied toward the developmental leave:**

| **Funding:** | **Confirmed Source** | **Anticipated Source** |
|---|---|---|
| **UND salary dollars** | | |
| **OID developmental leave supplement** | | |
| **Other sources** | | |

**SUBJECT: COMPENSATION**

**EFFECTIVE: March 30, 2001**
**ISSUED: December 17, 1992**

**SECTION: 701.2 Developmental Leave**

**POLICY**

**1.** Developmental leave for retraining and/or professional development is permitted for university system employees providing:

a. institutional resources are available.

b. workload is absorbed within the existing staff resource allocations.

c. a written proposal describing the planned use of the leave and its anticipated benefits to the institution, to the State, and to the employee is approved. The proposal shall also include the detail of the source of funds for the total stipend.

d. except as provided in Section e, the employee signs an agreement to return to the system upon completion of the leave for a period of time at least equal to the leave time or refund the stipend payment.

e. to assist in retrenchment efforts, developmental leave may be granted without a signed agreement to return. The employee must execute a resignation effective at the termination of the developmental leave.

Developmental leave may not exceed 12 months and the base stipend may not exceed the salary scheduled for the leave period.

**2.** Developmental leave for the Chancellor or an institution president shall be approved by the Board; developmental leave for system office staff shall be approved by the Chancellor; and developmental leave for institution employees shall be approved by the institution president or designee.

**HISTORY:** Replaces Article III, Section 3-C, pages III-5-6. SBHE Minutes, June 7-8,1984, page 5256.
Amendment SBHE Minutes, April 23-24, 1987, page 5589.
Amendment SBHE Minutes, December 17, 1992, page 6312.
Amendment SBHE Minutes, March 30, 2001.

**UNIVERSITY OF NORTH DAKOTA**
**Office of the Vice President of Academic Affairs and Provost**

# Report of DEVELOPMENTAL LEAVE

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**Name: _____**

**Department/Program: _____**

**College: _____**

**Dates of Approved Leave: From _____ To _____**

**Describe and assess your leave using the following format as a guide.**

**<u>Developmental Leave Activities</u> (including dates and locations)**

**<u>Outcomes</u> (List the knowledge and/or skills that you have developed and the products [e.g. instructional materials, new course designs and revisions, manuscripts, artistic works] completed or begun during the leave.)**

**<u>Benefits</u> (Describe benefits to you and your department/program and college, the university, the state, and beyond the state.)**

**<u>Presentation and Publication</u> (Specify your plan for sharing the results and benefits of your leave, including actions already taken.)**