

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

**Proposal for
DEVELOPMENTAL LEAVE**

Name: _____

Degree: _____

Rank: _____

Tenured: Yes ___ No ___

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

Locations

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

Anticipated Benefits (Specify benefits to you, your department/program and college, the University, and the state of North Dakota).

Presentation and Publication (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: Provost and Vice President for Academic Affairs

From: _____
Name Department

I have requested a developmental leave for the period of _____ with a 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.

Within two months of returning from my leave I will submit a final report, which will address the outcomes of my leave, to the Office of the Provost.

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 time spend on developmental leave may be counted (up to a maximum of two years) as academic service for a tenured or probationary appointment. If I choose to extend my probationary period (for probationary faculty) or defer a third year evaluation (for tenured faculty), I will submit a request to my Department Chairperson. The request must have the approval of the Department Chairperson, Dean, and Provost, and be approved prior to the authorization of leave. (Reference: Faculty Handbook, II.8.1.1.4.a.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		
_____	_____	_____
Other sources		

**NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION
POLICY MANUAL**

SUBJECT: COMPENSTATION

EFFECTIVE: June 17, 2004

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 existing staff resource allocations.**
 - C) **a written proposal describing the planned use of the leave and its anticipated benefits to 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. **Beginning July 1, 2004, presidents and the Chancellor are entitled to 30 calendar days developmental leave following five years of service as a NDUS president or chancellor and each five years thereafter. Presidents employed prior to July 1, 2004 who have not taken developmental leave within the previous five years or have not been granted developmental leave under contracts in effect on that date are entitled to credit for prior service as president, not to exceed five years. Presidents who have taken developmental leave within the previous five years are not entitled to prior service credit. Presidents with a contract in effect on July 1, 2004 providing for developmental leave during the term of the contract are entitled to developmental leave as provided under that contract but are not entitled to prior service credit. Presidents requesting developmental leave shall submit a written proposal to the Chancellor describing the planned use of the leave and anticipated benefits to the institution, the state and the employee, and arrangements made for administration of the institution in the president's absence. Developmental leave for presidents shall be taken at times and under terms the Chancellor approves. The Chancellor shall submit a written proposal to the Board president describing the planned use of the leave and anticipated benefits to the university system, and arrangements made for system administration in the Chancellor's absence.**
3. **Developmental leave for the Chancellor shall be approved by the Board; developmental leave for system office staff and presidents 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.

Amendment SBHE Minutes, June 17, 2004.

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

Report for
DEVELOPMENTAL LEAVE

Name: _____

Department/Program: _____

College: _____

Dates of Approved Leave: From _____ To _____

Describe and assess your leave on a separate sheet, using the following format as a guide.

Developmental Leave Activities (Including dates and locations)

Outcomes (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] you completed or begun during leave).

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

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

To be completed within two months of return from leave.

Submit to: Office of the Provost and VPAA, 264 Centennial Drive Stop 8176

Updated 10-03-17
Updated 09-14-09
Updated 09-01-09