

## Faculty/Staff Development Plan

### A. Leaves

#### 1. Developmental Leaves

One nine-month developmental leave may be granted each academic year for retraining and/or professional development as provided for in the North Dakota State Board of Higher Education Policy 701.2. This program provides one-half pay and continuation of benefits as existing at the conclusion of the academic year preceding the developmental leave. The developmental leave is contingent on the availability of funds. Procedures and stipulations will follow the provisions of Board of Higher Education Policy 701.2. The Vice President for Academic Affairs will separately rank by the Tenure, Promotions, and Awards Committee and multiple applications for this leave. Preference will normally be given to those faculty who have served at least six years on a full-time basis and who propose to pursue an advanced degree.

In the event there are no applicants for the developmental leave or in the event no applicant is approved for a developmental leave, any funds designated to support the developmental leave program will be assigned to the semester leaves program.

#### 2. Semester Leaves

One leave per semester may be granted each academic year for retraining and professional development. The faculty member will remain on full salary and benefits during this leave period. The semester leave is contingent on the availability of funds. Part-time faculty who are identified in the application for leave will teach courses scheduled for this leave semester, which must be offered. Preference will normally be given to tenured members of the faculty who hold the terminal degree and who are proposing to engage in retraining activities. This plan may include work in elementary or secondary schools when such activity is directly related to the professional development of the faculty member involved. Procedures and stipulations will follow those presented for a developmental leave. The Vice President for Academic Affairs will separately rank by the Tenure, Promotions, and Awards Committee and multiple applications for this leave. The President of the University is the approving official.

### B. Small Grants Program

A small grants program may be available to support faculty in professional growth activities, which are clearly related to the improvement of student learning. \$10,000 per annum with maximum grants of \$2,000 for an individual faculty member and \$3,500 for a group of faculty. Stipends for faculty are generally calculated at the rate of \$400 per week during the summer of \$30 per hour during the academic year. Instructional supplies and equipment are not eligible. Grant awards are determined by the Small Grants Committee, a committee established as needed by the Faculty Association. Proposals for the current academic year or following summer are normally submitted by February 1, to the Chair of the Small Grants Committee. Membership on the Small Grants Committee includes three faculty members from different disciplines who serve for one year, and the Vice President for Academic Affairs. Faculty members serving on the Small Grants Committee are not eligible for small grants during the tenure of their membership. The members elect the Committee Chair from the faculty members on the Committee.

**C. Faculty Exchange**

One exchange per semester each academic year may be approved for professional development. Each leave shall not exceed one semester and the faculty member will remain on full salary and benefits during this leave period. Institutions of higher education, which have established or would be interested in establishing a faculty exchange program, will be identified. Exchange faculty will continue to teach in their professional areas of expertise. This plan may include work in elementary or secondary schools when such activity is directly related to the professional development of the faculty member involved. This faculty exchange program will provide faculty awareness of current professional developments occurring at other institutions and will afford faculty the opportunity to enhance their cultural background.

Housing accommodations during the exchange will be the financial responsibility of the exchange faculty, but host institutions will assist faculty in their search for appropriate accommodations.

The Tenure, Promotions, and Awards Committee and the Vice President for Academic Affairs will separately rank multiple applications for faculty exchange. The President of the University is the approving official. Preference will be given to tenured members of the faculty who hold the terminal degree and who are proposing to engage in further course development.

**D. Developmental/Semester Leaves Procedures**

1. Upon recommendation from the President of the University and approval by the Chancellor of the North Dakota University System, a member of the faculty or staff may be granted a developmental leave for retraining and/or professional development; providing the institutional resources are available and the workload is absorbed within existing staff resource allocations.
2. Faculty members requesting developmental leave complete an application in which they (a) establish their eligibility; (b) describe the program which will contribute to their professional development and enhance their service to the University; and (c) agree they will return to the University for a period of time at least equal to the leave time or refund the institution's stipend payment upon completion of the leave. The proposal shall also include the detail of the institutional source of funds for the stipend.
  - a. Applications for developmental leaves are submitted to the Tenure, Promotions, and Awards Committee through the Division Chair and the Vice President for Academic Affairs.
  - b. The application for developmental leave is submitted to the Tenure, Promotions, and Awards Committee as early as possible. The Committee will investigate the merits of the application, consult with affected and appropriate faculty and administrators, and recommend to the President. The Vice President for Academic Affairs will make a separate recommendation to the President.
  - c. Developmental leaves shall not be longer than 12 months and the institutional stipend shall not exceed 50% of the annual salary.
  - d. Developmental leave salary may be supplemented with non-appropriated funds and/or aids, which may bring the total stipend to an amount equal to but normally not to exceed the budgeted salary for the leave period. Funds providing for extensive travel expenses, relocation expenses, and/or educational costs incurred during the leave shall not be considered as a part of the base stipend.

- e. For summer leaves and programs of three months or less, the University will determine compensation and/or expenses to be provided.
- f. Within two months of completion of any developmental leave, the faculty member must submit a written report on the completed program to the President, Vice President for Academic Affairs, and the Tenure, Promotions, and Awards Committee.

**Reviewed: Fall, 2008**

**Revised: Summer, 2015**

**Sponsor: Vice President for Academic Affairs**