

How do I request Developmental Leave (“DL”)?

Faculty should first visit with their department chair and dean to verify eligibility, discuss project scope, and ensure sufficient local funding/resources are available for their request. Requests should include workload absorption within existing department resource allocations.

Faculty may request DL through a proposal form available on the Provost web page. The due date for submission is updated each academic term. Faculty should inquire with their department chair and dean whether they have any local deadline for submission.

Who is eligible for DL?

Members of the faculty with at least six years of regular service since hiring or since the last developmental leave are eligible.

What will qualify for DL consideration?

Developmental leave will receive consideration if:

- a final report addressing the outcomes of the leave was filed following the previous developmental leave; information from the prior final report(s) will be used as an indicator of the ability of the candidate to successfully carry out their developmental leave activities;
- a substantive tangible product is the ultimate expected outcome;
- the proposed project was not the subject of a prior developmental leave;
- the proposed project would benefit significantly from, or would not be possible without, the developmental leave; and
- it involves working off campus or at another university in the areas of teaching, scholarship, or service (requests for developmental leaves to occur at UND must clearly identify the reasons why the proposed work could not be done elsewhere).

Preference will be given to proposals that involve significant travel and have support (financial or otherwise) from another source (or institution).

What is the review and approval process for DL requests?

Faculty proposals must be submitted to and approved by the department chair and dean. Proposals are reviewed by the academic deans, the Provost/VPAA, and the President. Notification of decisions occurs in early spring.

How long can I be on DL?

DL may not exceed 12 months. Requests for one full year should involve two consecutive semesters.

Do I get paid during DL?

The base stipend during DL may not exceed your regular base salary for the scheduled leave period. UND’s recommendation for faculty on developmental leave is 75% of base salary. This allows for salary savings to provide instructional coverage when a faculty member is on DL. If sufficient local funding and other resources are available, the dean and chair can recommend a higher percentage to the Provost/VPAA and President.

Will my benefits remain the same while on DL?

Fringe benefits will continue (including insurance). Retirement contributions will be made as a proportion of the actual stipend, not the FT contract salary. No annual or sick leave will accumulate during the DL period. Tenure review effect should be negotiated as part of the Faculty’s leave agreement.

If I plan to work outside the State of North Dakota while on leave, what do I need to do?

If you plan to work outside North Dakota for more than 30 days, you will need to complete a [Flexplace Agreement](#). State taxes will be withheld for any state in which you work for a period of time exceeding 30 days. You will not be covered by North Dakota worker's compensation insurance if you are working out of state, so your department will need to work with the Safety Office to coordinate compensation coverage for you when you are outside of North Dakota.

Can I take my UND issued cell phone/laptop overseas while on DL?

University of North Dakota (UND) faculty, staff, students, affiliates and volunteers travel internationally as part of UND research, education, service or employment. Where a person travels, what items are being taken, what services are being provided, with whom they are working and the purpose of the trip may present export control concerns for the individual and UND. Most international travel does not present export control issues. Other travel scenarios may present an export control concern that UND can address by documenting that the travel has an exception from export regulations. Travel to countries designated by the federal government for embargo or sanction reasons or travel with export-controlled items may present a need for an export license or other government authorization prior to departure.

Please request an International Travel Questionnaire from the Export Control Officer (michael.p.sadler@research.UND.edu) for an evaluation of export control travel concerns 10 business days prior to travel outside of the United States. If an export license or other government authorization is required, it must be received prior to travel. Working with the Export Control Officer in advance of your travel helps with: (1) determining whether your items, technology and software can be taken or sent internationally without a license; (2) obtaining an export license; and (3) reducing the likelihood of a violation of export control and sanction program regulations.

What is the frequency of my paychecks while on DL?

Paychecks will be at the same rate (over 9/12 months) that the faculty member originally requested of Payroll. If you leave the State of North Dakota to work in another state for a period of 30 days or more, you will have taxes withheld for that state in which you are working.

What is the expectation to return to employment at UND?

Faculty agree to return to UND upon completion of the leave for a period of time at least equal to the leave time or refund the institution's stipend payments.