



**TO:** Full-Time Faculty Represented by the UDMPU  
**FROM:** Pamela Zarkowski, Vice President for Academic Affairs  
**RE:** Application Procedures for the AY 2018-2019 Paid Research and Development Leaves

Please review the procedures and timetable for applying for a Paid Research and Development Leave for the 2018-2019 academic year. Please note that this timetable also applies for an unpaid leave request. Exceptions to this timetable for unpaid leaves may be made by mutual agreement.

**I. Procedures for Applying**

- All tenured faculty members represented by the UDMPU with six or more years of seniority are eligible to apply for a Paid Research and Development Leave.
- Applicants should carefully review the timetable outlined in this memo.
- The Deans may encourage an employee to initiate a request based upon programmatic need.
- All applications for a research leave should be supported by a detailed and precise written statement of the purpose for the leave and the nature of the activity proposed as described in the application process.
- Applications for a leave should be submitted to the Department Chairperson or designee for a recommendation.
- The Department Chairperson's or designee's recommendation, with the employee's application should be submitted to the appropriate Dean or Director.
- The Dean's recommendation, the Department Chairperson's or designee's recommendation and the application should be submitted to the University Tenure and Promotion Committee through the office of the Provost and Vice President for Academic Affairs.
- The University Tenure and Promotion Committee shall make its recommendations to the Provost and Vice President for Academic Affairs.
- Following review and a decision by the Provost and Vice President for Academic Affairs each applicant will be advised in writing of the decision on his/her application.

**II. Timetable**

October 31	Applications should be submitted to the appropriate Department Chairperson/designated person.
November 7	Chairperson's/designated person's recommendations and applications submitted to the appropriate Dean.
November 21	Dean's recommendation and complete application submitted to the University Tenure and Promotion Committee through the Office of the Vice President for Academic Affairs.
January 2	University Tenure and Promotion Committee submits its recommendations to the Provost and Vice President for Academic Affairs.
January 16	Applicants notified of the decision.

cc: Academic Deans  
President, UDMPU

## **APPLICATION FOR A PAID RESEARCH AND DEVELOPMENT LEAVE\***

A research and development leave is designed to contribute to the professional development and effectiveness of faculty members, and to the value of their subsequent service to the University community.

**The completed application should include concise descriptions addressing the following:**

### **I. APPLICANT INFORMATION**

- A. Faculty person's name, rank, department and college
- B. Curriculum Vitae
- C. List of previous leaves (include academic year)
- D. Previous research leave summary of activities
- E. Length of the proposed leave
- F. Date of hire

### **II. SCHOLARSHIP**

- A. Nature of proposed scholarship/scholarly activity
- B. Research goals and methodology
- C. Expected contribution to the discipline/field.
- D. Identify mentors or external consultants including name, title, and university/place of employment.
- E. Location where research and writing will be completed

### **III. OUTCOME (S)**

- A. Include all anticipated outcomes:
  - a. Name and type of journal(s) to which article(s) will be submitted.
  - b. Chapter or book publication.
  - c. Conference/symposium presentation (s).
  - d. Other.

### **IV. BENEFITS**

- A. Value of proposed leave to the:
  - a. Discipline, College/School and University.
  - b. Faculty member's professional career.
- B. Address (if appropriate) how the proposed research will:
  - a. Incorporate new knowledge into the faculty member's teaching.
  - b. Enhance teaching/learning/curriculum within the College/School/Discipline.
  - c. Attract future funding, graduate students, and postdoctoral students.
  - d. Help establish the faculty member as a national and/or local leader in the discipline/field.

### **V. ADDITIONAL INFORMATION (If applicable)**

- A. Describe how the research is consistent with and support the University's Mission.
- B. Describe if/how the proposed research addresses industrial, community, and/or social problems.
- C. Describe arrangements to meet your obligations in your absence.
  - a. Arrangements with Dean
  - b. Fellowship
  - c. Grants current or pending

\*Applies to unpaid leave request.

See Article X, 10.2 2016-2021 Detroit Mercy/UDMPU Agreement

REV: 9.10, 9.11, 6.12, 9.14, 8.17