**RESEARCH and DEVELOPMENT LEAVE APPLICATION**

This document highlights important dates, the application procedure, the application for a Paid Research and Development Leave, and the application for an Unpaid Leave.

**Important Dates1**

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| Dates | Actions |
| October 31 | Applications must be submitted to the appropriate Department Chairperson/designated person. |
| November 7 | Chairperson's/designated person's recommendations and applications are submitted to the Dean. |
| November 21 | Dean's recommendation and complete application submitted to the McNichols Tenure and Promotion Committee through the Office of the Provost and Vice President for Academic Affairs via [academicaffairs@udmercy.edu](mailto:academicaffairs@udmercy.edu) |
| January 2 | McNichols Tenure and Promotion Committee submits its recommendations to the Provost and Vice President for Academic Affairs |
| January 16 | Applicants are notified of the decision |

1 Dates are from the 2021-2026 Detroit Mercy/UDMPU Agreement (Article 10.2). Exceptions to this timetable may be made by mutual agreement (Article 10.1 (a)) for unpaid leave applications.

**APPLICATION PROCEDURE**

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

The purpose of a **paid research and development leave** is to encourage professional development, scholarly research and/or study and training, for the mutual benefit of the Employer and the employee receiving the leave.

**This application for a paid leave should include concise descriptions of the following:**

**I. APPLICANT INFORMATION**

1. Name:
2. Faculty Rank:
3. Department:
4. College/School/Libraries:
5. Year of hire:
6. Year granted tenure:
7. List of previous leaves (paid or unpaid, term, and academic year)
8. Previous research leave’s summary of activities (please attach a separate document)
9. Requested term(s) of leave
10. Curriculum Vitae (attach a current non-abbreviated CV)

**II. PROFESSIONAL DEVELOPMENT, SCHOLARLY RESEARCH, and/or STUDY and TRAINING**

1. Describe the nature of the proposed professional development, scholarly research, and/or study and training activity:
2. Describe the expected contribution to the discipline/field:
3. If mentors or external consultants are involved, include name(s), title(s), and organization or institution affiliation; otherwise mark NA for not applicable:
4. Include the location where proposed professional development, scholarly research, and/or study and training activity will occur (please specify country, state, city, organization/institution):

**III. OUTCOME(S)**

1. Include all anticipated outcomes (e.g., journal submission, book publication, conference, symposium, other)

**IV. BENEFITS**

1. Describe the value of proposed leave to the:
   1. Discipline, College/School/Libraries, and/or University:
   2. Your professional career:
2. Explain how the proposed professional development, scholarly research, and/or study and training activity will contribute to your professional responsibilities (e.g., teaching, service, and/or research or other professional accomplishments of distinction in the field).

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

1. Describe how the professional development, scholarly research, and/or study and training activity aligns with the University’s Mission.
2. Describe arrangements made with your Dean, Chair, Program Director, and/or others to fulfill your obligations while on leave:
   1. Teaching obligations:
   2. Current or pending grant:
   3. Research/scholarship:
   4. Service responsibilities:
   5. Other, e.g., thesis advising:

**APPLICATION FOR AN UNPAID LEAVE**

An **unpaid leave of absence** for personal or professional reasons, including Union service, may upon written request, be granted where it would be beneficial to the employee and not detrimental to the interests of the Employer.

**This application for an unpaid leave should include concise descriptions of the following:**

**APPLICANT INFORMATION**

1. Name:
2. Rank:
3. Department/Discipline:
4. College/School/Library:
5. Year of hire:
6. Year granted tenure:
7. List of previous leaves. Include type of leave (paid or unpaid, term, and academic year):
8. Requested term(s) of leave:
9. Curriculum Vitae (please attach your current non-abbreviated CV)
10. Accrual of employee seniority differs by the type of leave. Which type of unpaid leave are you requesting?
    1. professional (see Article 10.1(c) - employees seniority shall continue to accrue) **or**
    2. personal (see Article 10.1 (d) - employees seniority shall **not** accrue)
11. **Professional Leave** - Briefly describe pertinent elements of the professional leave (e.g., anticipated project or experience, location, academic institution, or organization, and how the leave will be beneficial to you):
12. **Personal Leave** (OPTIONAL) - Briefly describe pertinent elements of the personal leave (e.g., anticipated project or experience, location, academic institution, or organization, and how the leave will be beneficial to you):
13. Describe arrangements made with your Dean, Chair, Program Director, and/or others to fulfill your obligations while on leave:
14. Teaching obligations:
15. Current or pending grant:
16. Research/scholarship:
17. Service responsibilities:
18. Other, e.g., thesis advising:

REV: 9.10, 9.11, 6.12, 9.14, 8.17, 5.18, 10.18., 10/2021, 6/2024 3/2025