Administrative Guidelines and Procedures for Professional and Administrative Staff Professional Development Leaves

Policy
Professional development leaves are provided as an opportunity to develop or enhance knowledge, skills and performance of academic professional and administrative (P&A) employees. These leaves are designed to bring benefit to the individual, the students, the unit and the institution. Leaves of this type are not entitlements and do require approval. Eligibility varies according to job classification, type of leave, and years of service.

This policy gives further definition to the Board of Regents policy: Employee Development, Education, and Training. This academic benefit is important for attracting, hiring, and retaining highly competent staff for the academic professional and administrative category. All College of Design (CDes) administration, departments, and research and outreach units are expected to provide some opportunity for professional development to eligible academic professional and administrative staff. Employees are strongly encouraged to discuss their professional development plans with their supervisor during the annual performance review and to consult with the appropriate department head, center director or manager prior to submitting a professional development leave application. Final approval of leave requests rests with the dean.

The department or unit typically bears sole responsibility for the financial costs of granting the leave. However, if a department or unit lacks sufficient resources to bear the financial costs of supporting a professional development leave, financial assistance may be requested from the dean. For leaves providing less than full salary, the remaining portion of the employee's salary shall remain with the unit, with first priority for its expenditure being replacement staffing needs. Financial assistance from the college is dependent upon available resources. P&A Leave funding will be included in Central budget requests.

Governing Documents
Policies regarding Professional and Administrative Staff Development leaves can be viewed at:


Types of Leaves
- Mini-Leave – A development leave of up to six weeks. Can be taken non-consecutively.
- Short-Term Leave – A development leave of seven to 20 consecutive weeks.
- Extended Leave – A development leave of 21 to 48 consecutive weeks.

Refer to Appendix A. Chart: Professional Development Leaves for Academic Professional and Administrative Employees: http://www1.umn.edu/ohr/img/assets/20747/appendixa.pdf
Eligibility
Basis of Award
Professional development leaves are awarded based on years of service using criteria established by the College of Design as defined in this document. Criteria are to include standards by which to evaluate the merits of the proposal and an assessment of the availability of resources to support the leave.

Eligibility for Leave
Mini-Leave, Short-Term Leave, and Extended Leave: May be granted to professional and administrative employees with a notice of appointment that is (1) a minimum of nine months at 100 percent time; or (2) twelve months at 75 percent time or greater. Service must be within professional and administrative appointments.

- Mini-Leave: After one year of service in the College of Design.
- Short-Term Leave: After four years of service at the University of Minnesota as a P&A employee (after the year 2013: in the College of Design); an additional four years of service must be provided by an employee between each short-term leave.
- Extended Leave: After six years of service at the University of Minnesota as a P&A employee (after the year 2013: in the College of Design); an additional six years of service must be provided by an employee between each extended leave.

Criteria / Eligible Activities
Activities undertaken during a professional development leave must be demonstrably related to the betterment of the P&A employee's unit or professional competence. Development activities may include:

- Study: Studies substantially related to the position or positions;
- Internships: (a) Exchange and/or loan programs or (b) Unpaid internships;
- Research: (a) Leading to or resulting in publishing and (b) Contributions to the field of applicant's current employment; and
- Other: special studies, investigations, research, scholarly writing, artistic projects, and curriculum development.

Units may choose to send Professional and Administrative employees to conferences, professional organizational activities, including attending and presenting at local, regional, or national meetings. Such activities do not constitute professional development leave under this policy.

The proposal outline should:

1. Identify a project, special study or program of activity that will strengthen and enrich the applicant’s knowledge and understanding, enhance his/her professional performance, and that is substantially related to the applicant’s role in the College of Design.
2. Articulate important contributions to the scholarship, creative work, teaching or service missions of the applicant’s unit and ways in which the leave activities will significantly contribute to the mission of the department or unit and of the College of Design.

3. Indicate detailed plan for implementing the leave activity, applicable to the applicant’s unit, and where appropriate, to the larger College community.

4. State the significance of the project to the profession or to the field, when appropriate.

5. Justify how the length of the requested leave is appropriate to the proposed project.

6. Include a description of how the applicant’s background and experience qualifies him/her to carry out the proposed project. The applicant must have a history of quality job performance (determined by the department head, unit director, or chief of staff).

7. Describe how the project is related to the applicant’s performance goals.

8. Include a list of prior leaves; i.e., dates, frequency and outcomes, etc., granted to the applicant may be considered in determining eligibility.

**Application Process**

Applications for P&A professional development leaves of each type are considered during fall semester for leaves to be taken the following fiscal year, and during spring semester for mini-leaves to be taken the following summer or fall.

Applications for P&A professional development leaves must include a proposal describing the activities of the requested leave (see Criteria/Eligible Activities), including length and dates of the leave, location of leave activities, a timeline or agenda for the leave specifying what the applicant intends to achieve and at what point, and a statement describing the anticipated benefits to the individual and unit.

**Application deadlines:**

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<th>Fall Review</th>
<th>Spring Review</th>
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<tr>
<td>Applicant submits 1 copy of materials to Dept. Head, Unit Director, or Manager, and 1 copy to CDes HR <strong>November, Wednesday before Thanksgiving</strong></td>
<td>Applicant submits 1 copy of materials to Dept. Head, Unit Director, or Manager, and 1 copy to CDes HR <strong>March, last Monday of the Month</strong></td>
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<tr>
<td>If applicable: Admin/Research &amp; Outreach: Supervisor submits materials with recommendation to appropriate manager; i.e., Chief of Staff or Associate Dean for Research &amp; Outreach <strong>November, last Friday of the Month</strong></td>
<td>If applicable: Admin/Research &amp; Outreach: Supervisor submits materials with recommendation to appropriate manager; i.e., Chief of Staff, Associate Dean for Res &amp; Outreach <strong>March, last Friday of the Month</strong></td>
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<td>Dept Head/Chief of Staff/Appropriate Dean submits materials to the P&amp;ACC: <strong>December, second Friday of the Month</strong></td>
<td>Dept. Head//Chief of Staff/Appropriate Dean submits materials to P&amp;ACC: <strong>April, third Monday of the Month</strong></td>
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<td>P&amp;ACC submit recommendations to the Dean <strong>January, third Friday of the Month</strong></td>
<td>P&amp;ACC submits recommendations to Dean <strong>May, first Monday of the Month</strong></td>
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Application requirements

- Application form: 1 copy to CDes HR, 1 copy with other application requirements to director, unit or department head/manager;
- Required attachments – see below: *Will vary depending on purpose of leave*
- Current curriculum vitae or resume;
- Current job description;
- Statement from supervisor, if different than the unit manager.
- Statement from the unit manager, including an endorsement of the leave proposal, arrangements made to cover work during the leave, and/or special requirements for assistance to the department to cover the work is required;
- Copy of summary report for the most recent leave, including the project timeline (if applicable).

Required Attachments - Depending on Purpose of Leave

- Proposals requiring intra-departmental/unit cooperation and/or extra-University contact must include relevant letters of cooperation or support;
- Proposals related to the completion of a degree program or other formal course of study must include at least one letter of support from the applicant's academic advisor or committee;
- Proposals involving research/creative activity or other professional projects must include at least one letter of support from a non-supervisor familiar with the project.
- Letters or statements of support from academic advisors, committees, or other non-supervisors should address whether the proposed timeline/agenda and project goals are attainable and realistic.

Review and Approval Process

Each application will be reviewed by the applicant’s supervisor and respective unit head (Chief of Staff for Administration, Associate Dean for Research and Outreach for R&O units, and Department Head for departments) and will be submitted with recommendations to the P&A Consultative Committee. Final approval for P&A Professional Development Leaves rests with the dean.

(Note: The unit head must provide a statement addressing the financial implications of proposed leave and the unit's plans to cover replacement staffing needs. The unit head will submit the application package to the P&A Consultative Committee.)

Reporting

All academic professional and administrative employees granted a professional development leave shall submit a written report to the respective department head or unit director and to the director of human resources. Reports of Mini-Leaves shall be submitted within one month of returning from leave; of Short-Term Leaves within six weeks of returning; and of Extended Leaves within three months of returning. The report shall include:

1. Statement of the purpose and goals of the leave;
2. Description of how these goals were met and/or not met;
3. Description of the benefit of the leave activities to the recipient, to the department and to the College;
4. Proposal for implementing or piloting the new knowledge gained;
5. Suggestions for future leave applicants

Income and Benefits During Leave

Salary and Benefits:
Mini-Leave: Full salary and full benefits.
Short-Term Leave: One-half to full salary (at unit discretion in consultation with the dean) and full benefits
Extended Leave: One-half salary and full benefits.

Income Augmentation: With the approval of the responsible administrator, P&A employees on an extended leave may augment their income approximately to the level of their regular University of Minnesota salary, provided that the activities yielding the additional compensation are consistent with the purpose of the leave. University-approved consulting activities that do not conflict with the purposes of the leave and comply with University policy shall not be included in determining the level of permissible income. Expenses related to the purpose of the leave may also be taken into account in determining the level of permissible income.

Grants and Scholarship: While on a professional development leave, P&A employees may accept grants or scholarships to defray travel, study or research expenses.

Obligations
P&A employees granted a professional development leave must return to the unit granting the leave for a period of time equal to the period of the leave, unless waived by the responsible administrator. P&A employees who do not return or return for only a portion of the time due and have not been granted a written waiver by the responsible administrator must reimburse the University for all or a prorated amount of the salary, retirement contributions, and value of benefits received during the leave. Upon request and within one month after the conclusion of the leave, a summary report of leave activities is to be submitted to the responsible administrator.

Duties
While on leave, P&A employees are relieved of all regular University duties. It is the responsibility of the unit granting the leave to determine if and how funding and replacement costs will be provided if necessary.

Rescinding a Leave
A professional development leave may be rescinded if a P&A employee is given notice of non-renewal of appointment or termination of appointment after the leave has been granted.

Submitted by the CDes P&A Consultative Committee, 2007 - 2008
Approved by the Deans Group, Spring, 2008