

## CHANCELLOR'S MEMORANDUM #100

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April 1, 2001

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### UNIVERSITY OF MISSOURI-KANSAS CITY DEVELOPMENT LEAVE POLICY

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This Development Leave policy represents a merger of existing Sabbatical Leave, Research Leave, and Development Leave procedures under a single, common heading of *Development Leave*.

A. A Development Leave is intended for the mutual benefit of the University and the faculty or staff member granted a leave. The purpose of this leave is to free faculty members from their normal University duties to pursue their scholarly interests full-time and maintain their professional standing so that they may return to the University with renewed vigor, perspectives, and insights. In accordance with the mission of the academic unit or University, a Development Leave may also be used to expand or acquire new qualifications or skills; or to contribute to academic unit plans to improve or refocus instructional, research or service activities.

B. Each request for leave must include a detailed plan describing the purpose, objective, and any scholarly/research activities for the leave. Requesting a leave, including the detailed plan, does not imply automatic approval. The dean/director must include a description of arrangements to cover the faculty member's instructional responsibilities, supervision of his or her dissertation students and advisees, and other duties for which s/he is responsible. These should be submitted to the first level of review four (4) months before the anticipated start date. The plan should indicate how the goals and objectives of the leave will advance the interests and eventual contributions of the faculty member to his/her role in the School, College, or University. All requests must have the approval of the department chair, dean/director, and Provost. They must be submitted to the Provost no later than three (3) months prior to the anticipated start date. Final approval must be received from the Board of Curators.

C. The granting of a leave must depend on the unit's capacity to maintain necessary teaching schedules and advising responsibilities either by reallocation of work among other faculty members or, in some cases with justification, through temporary replacements. It should not create undue hardships for other faculty members and should not limit course offerings. The leave must also support and contribute to the mission and plans of the academic unit. Approval by the dean/director will be taken that all conditions will be met.

1. Eligible Employees: All regular and non-regular faculty are eligible to apply for Development Leave after six or more years of full-time service at the University of Missouri-Kansas City. Administrative and support staff may also be considered for Development Leave.

2. Length of Leave: May be taken for a period of time up to a full year.

3. Compensation: If a faculty member receives external fellowship or grant support for a Development Leave, the University may supplement such support to provide full regular salary; if such external support is not received, the University may provide full regular salary. Additional travel and expense funds may be provided as deemed appropriate and if funds are available.

D. Faculty members and other staff who are granted Development Leave must state their intentions to return for at least one year, and sign the Request for Leave of Absence Form. This form indicates that if they do not return to the University after the leave, they must reimburse the University for the amount of salary and benefits received from the University while on leave. Within forty-five (45) days following the conclusion of the leave, personnel must file a report to the Provost with a copy to the dean/director on objectives completed during the leave period. The report should include an assessment and evaluation of the leave accomplishments in relation to the leave plan. A copy must be kept in applicable unit files.

Leave application forms can be obtained from the dean/director's office. If you have any questions about Development Leave, contact the Office of the Vice Provost at (816) 235-1323.