



Procedure Title: Development Leave Request Procedure

Associated Policy: 06.010 Development Leave

I. Procedure Purpose

The following procedures outline the classification, details, and process for Development Leave Requests with the University of North Texas.

II. Procedure Overview

A. Requesting Development Leave

1. Applicants must initiate the development leave application with their unit administrator.
2. The unit administrator must inform Academic Resources of all individuals in their units who would like to begin development leave applications.
 - a. Forwarding the applicant's name to Academic Resources does not imply the unit administrator's support for the application.
3. Academic Resources will open the application and route it to the applicant for submission.
4. Upon the applicant's submission, the application will then be routed to the applicant's unit administrator for a recommendation.
5. The application will then proceed to the dean of that unit for endorsement.
6. All applications will be forwarded to the Provost and Vice President for Academic Affairs, whose office then forwards them to the University Faculty Development Leave Committee.
 - a. Decisions regarding endorsement are based on curriculum needs, monies available for replacement, and other considerations.
7. All faculty and administration applications for development leave will be received and evaluated by a Faculty Development Leave Committee that is elected by the general faculty according to the rules established by the Faculty Senate and operates according to procedures adopted by the Faculty Senate.
8. Subject to the limitations specified in the [UNT Policy 06.010](#), development leave requests are approved by the Provost and Vice President for Academic Affairs for eligible faculty members upon the recommendation of the Faculty Development Leave Committee and transmitted through the President to the Board of Regents for approval. Exceptions to the 6-year minimum service eligibility requirement described in UNT Policy 06.010 must be approved by the provost.

III. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
Date:	09/15/2024
Dept(s) Involved:	Academic Resources, Faculty's Unit, Office of the Provost, Faculty Development Leave Committee, Office of the President
Revision(s):	09/15/2024