



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.010 Development Leave

I. Policy Statement

Development leave is authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the University by providing the individual an opportunity for professional growth.

II. Application of Policy

Faculty and Administrators.

III. Policy Definitions

A. Administrator

"Administrator," in this policy, means a person who has significant duties relating to the operation of the institution, including central operations, and the operation of a department, college, program, or other subdivision of the institution.

B. Faculty

"Faculty," in this policy, means a person employed by UNT as a member of the university's tenure/tenure-track/professional faculty, whose duties include teaching, scholarship, and/or service. The term does not include a person who holds faculty rank but who spends the majority of time engaged in managerial or supervisory activities (e.g., provost, dean, unit administrator, or associate/assistant academic administrator positions), or a student who teaches as part of an educational program.

IV. Policy Responsibilities

A. Purpose

Development leaves are authorized for the primary purpose of increasing the value of the recipient's sustained contribution to the University by providing the individual an opportunity for professional growth. Such developmental leaves are not to be understood as deferred compensation, nor are they to be anticipated simply on the basis of longevity at the University, alone. Development leave may be granted, upon application, for study, research, writing, field observations, creative activities, prestigious fellowships and awards, or other suitable purposes.

Opportunities for additional training, for improving skills, and for maintaining currency are understood to be included as a purpose of development leave. Development leaves are divided into four classes:

1. Class I: Research

These awards require a clearly defined project or activity with a specific objective or expected application.

2. Class II: Creative

These awards require a clearly defined project and a clearly defined end result (such as artifacts, compositions, novels, interior designs).

3. Class III: Renewal

These awards require attendance at a specific institute, seminar, course of studies, course of performances, or similar academically relevant activity. Rank and degrees are not to be weighed in the evaluation of these proposals.

4. Class IV: Teaching

These awards require a clearly defined project or outcome related to teaching, curriculum development/revisions, or instructional activities.

Development leave applications in any of the above classes that are also in support of prestigious awards or fellowships are strongly encouraged.

B. Eligibility

Development leave may be granted to persons employed by the University on a full-time basis as a member of the faculty or staff (including professional librarians) whose duties include teaching, research, administration, or the performance of professional services. Development leaves cannot be used for retraining from academic to administrative positions and vice versa and may not be granted to persons in the classified personnel system of the University.

Faculty and staff, as defined in the preceding paragraph, are eligible for a development leave:

1. if the individual has served the University for at least six consecutive academic years following initial employment or return from a development leave;
2. if the individual has demonstrated sustained effectiveness in the areas of teaching, scholarship, service, and administration (when applicable to their workload); and
3. if the individual is not in the terminal year of employment at UNT.

Exceptions to the 6-year minimum service requirement may be granted only in extraordinary circumstances. Specific questions concerning eligibility for development leave will be referred to the Vice Provost for Academic Resources and/or a Faculty Development Leave Committee member.

C. Development Leave Requests and Authorizations

Specific information regarding requesting development leave may be found in the [Development Leave Request Procedure](#).

1. Leave Period and Compensation

Individuals on nine-month appointments may be granted leave for one long semester at full salary or for two consecutive long semesters, which may be separated by the summer terms, at one-half ($\frac{1}{2}$) salary. Individuals on 12-month appointments may be granted leave for four and one half ($4\frac{1}{2}$) consecutive months at full salary or for nine (9) consecutive months at half-salary.

The terms "full salary" and "half salary" are understood to apply to budgeted contract salaries, regardless of the number of installments in which the salary is received, and to include any adjustments that become effective for or during the leave period.

2. Grants and Employment

Individuals on development leave may accept a grant or stipend for study, research, or travel from any institution of higher education or from a charitable, religious or educational corporation, or foundation, from any business enterprise, or from any state, federal, or local government. Service on an outside board must be specifically approved by the Board of Regents, in accordance with [UNT Policy 05.008, Dual Employment and Other Activities](#).

3. Group Insurance, Social Security, Teacher Retirement, Etc.

Individuals on development leave remain eligible to participate in the programs and to receive the benefits made available by or through the University or state to employees. During the development leave, the University will continue all deductions from compensation relevant to such participation and benefits. Health insurance benefit premiums may be affected by selecting a full year's leave at half pay.

5. Maximum Number of Leaves to be Granted

No more than six (6) percent of the faculty members of the University may be on development leave at any one time.

6. Expectation of Future Service

Development leave may be awarded with the provision that the recipient will be expected to continue in service at the University for at least twelve (12) months after the completion of the leave. This service requirement will be regarded as fulfilled if the recipient remains in the employ of the University for the twelve (12) months immediately following the end of the leave period, without regard to other leaves or other lawful interruptions of service that may occur during that 12-month period. Recipients who do not remain at the University for twelve (12) months following the termination of their leave are required to repay the University the full amount of cash and travel benefits received from the University under the terms of their leave. In the case of special circumstances, the President, upon the recommendation of the Provost and Vice President for Academic Affairs may waive the 1-year requirement.

7. Financing

Payment of salary to those on development leave may be made from the funds appropriated by the legislature specifically for that purpose or from such other funds as may be available to the University for this purpose.

8. Integrity of the Curriculum

The granting of a development leave should not create undue hardship for other faculty, and it should not unduly limit course offerings. Endorsement by the respective chair and dean should be taken to mean that these criteria are being met.

9. Additional Stipulations

- a. The University encourages departments to support these awards with some travel funds when possible. The University will support the effort of those recipients who solicit travel funds from independent sources when such funds are available.
- b. A summary report of the activities undertaken during the leave period must be submitted to the Development Leave Committee within six (6) months after completion of the leave.
- c. Recipients are prohibited from serving on University committees, Faculty Senate assignments and the like during the time of their leave.
- d. All development leave requests must be approved the Board of Regents as required in [Tex. Educ. Code §51.103](#).

V. Resources/Forms/Tools

[Development Leave Request Procedure](#)

VI. References and Cross-References

[Texas Education Code §§ 51.103-108 & 51.948](#)
[UNT Policy 05.008 Dual Employment and Other Activities](#)

VII. Revision History

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