NDSU | COLLEGE OF ARTS AND SCIENCES

Faculty Developmental Leave Checklist

The following checklist is designed to assist faculty preparing for leave *after* the Developmental Leave Agreement has been approved by the Dean and the Office of the Provost. Faculty interested in applying for leave should refer to NDSU Policy 132.

Teaching

- ☐ Courses
  - Work with Department Chair to cover courses
  - What is your responsibility in building content and/or prepping substitute instructors for your courses while on leave?
  - Is it okay for instructors teaching your courses to contact you with questions while on leave?
- ☐ Advising
  - Work with Department Chair or colleagues to reassign advisees.
  - Notify advisees of leave
- ☐ Graduate Student Support
  - Work with Department Chair or colleagues to create a plan for graduate students
  - Notify graduate students of leave
  - Who schedules or chairs exams/proposals/defenses?
  - How will letters of recommendation be handled while on leave?
  - Ensure coverage of group meetings, lab check-ins, or progress reviews
  - Outline expectations for students on assistantships tied to grant funding
- ☐ Curriculum Coordination or Oversight
  - If applicable, who should make decisions about curriculum? When can you be contacted about curriculum questions?

Research & Creative Activity

- ☐ Projects
  - How will active research or creative activity continue while on leave?
- ☐ Collaborators
  - Are there collaborators you should notify of your leave?
  - May they contact you during your leave?
- ☐ Grants
  - Are there important deadlines that need to be met prior to leave?
  - Look for annual reports or progress reports due to funders during leave
  - Address need for temporary reassignment of award management (e.g., co-PI authority)

- ☐ IRB/IACUC Protocols
  - Check for renewal deadlines occurring during leave
  - Designate who will monitor protocol compliance
- ☐ Data Security
  - Ensure secure storage and access to sensitive or restricted research data
- ☐ Export Controls
  - Verify requirements for taking research materials, devices, or datasets abroad (if applicable)
- ☐ Equipment
  - Work with Department Chair or colleagues to create a plan for equipment security, compliance, upkeep, and maintenance

Service

- ☐ Committee Assignments
  - Department
  - College
  - University
- ☐ Professional Affiliations

Leadership & Administrative Role Coverage

(*who will make decisions and how will information flow during leave*)

- ☐ Program Coordinator duties
- ☐ Graduate or undergraduate director responsibilities
- ☐ Accreditation or assessment reporting
- ☐ Lab or research group management
- ☐ Scheduling or course planning responsibilities
- ☐ Internship/clinical placement oversight

Additional Items to Consider

- ☐ International or Off-Campus Work Considerations
  - Required travel or risk management notifications
  - VPN/Duo/library access reliability in your destination
  - Visa or work authorization requirements if collaborating internationally
  - Backup plans for limited connectivity or research interruptions
- ☐ Colleague List
  - Create a list of those you work with on a regular basis and notify them of your leave

- ☐ Physical Space, Labs, and Resource Stewardship
  - Office or lab key/card access changes
  - Mail distribution or forwarding instructions (if applicable)
  - Plans for ongoing lab safety responsibilities if you supervise student researchers
- ☐ Out of Office Message
  - Email
  - Phone
- ☐ Communication & Boundary Setting
  - How/when should colleagues contact you?
  - How/when should students contact you?
- ☐ Goal Setting
  - Set SMART (specific, measurable, achievable, relevant, and time-bound) goals for leave
  - Add goal deadlines to calendar
- ☐ Return-to-Campus & Reintegration Planning
  - Identify commitments that immediately follow your return (committees, teaching, graduate students, deadlines, etc.)
  - Review post-leave report requirements before you leave so it is easier to complete when you return