

### Faculty Developmental Leave Instructions

Per NDSU Policy 132, developmental leave for training and/or professional development is permitted for NDSU employees after a minimum of three years of service at NDSU and [eligible] every 5 years thereafter.

#### Steps to apply for Developmental Leave:

1. Review [NDSU Policy 132: Developmental Leave](#)
2. At least 6-months prior to anticipated leave, meet with Department Chair to review planned use of the leave, potential timeline, the department's ability to cover courses/advisees/graduate students/etc., and source of funding (if applicable).
3. Prepare a proposal (2-5 pages) that covers criteria listed under section 3.1 in [NDSU Policy 132: Developmental Leave](#).
4. Submit proposal to Department Chair for feedback. Make edits/updates as necessary.
5. Review sample form of the [NDSU Developmental Leave Agreement](#). This form will be completed via DocuSign in the following step.
6. At least 3-months prior to anticipated leave, submit [Developmental Leave Agreement via DocuSign](#).
7. After your Developmental Leave, submit a [Developmental Leave Final Report](#) to the Office of the Provost ([ndsu.provost@ndsu.edu](mailto:ndsu.provost@ndsu.edu)). Please cc your Department Chair and the CAS Dean's Office.