

## Faculty Single Semester Leave - UMD

1. Complete Faculty Single Semester Leave Form and submit to department head.
2. If request is recommended by department head/chair, submit form to college screening committee.
3. Forward request, with priority ranking, from college screening committee to the Dean/Vice Chancellor.
4. If request is approved, provide signed copies to:  Dean/Vice Chancellor  Department  Employee Benefits
5. Enter approved leave information into PeopleSoft prior to the beginning of the single semester leave.

For more information, see the Board of Regents Policy: *Employee Development, Education, and Training* at [http://www1.umn.edu/regents/policies/humanresources/Employee\\_Develop\\_Educ\\_Training.pdf](http://www1.umn.edu/regents/policies/humanresources/Employee_Develop_Educ_Training.pdf) and the University Administrative Policy: *Faculty Development Leaves* at <http://www1.umn.edu/ohr/policies/leaves/facleaves.html>

### Applicant Information

Name		Empl ID
Rank or Title		Job Code
Department		College
Start Date of Requested Leave		End Date of Requested Leave
Annual Full-Time Base Salary	Basic Term of Appointment	9 to 10 mo. term paid over 12? <input type="checkbox"/> Yes <input type="checkbox"/> No
Appointment Type		
<input type="checkbox"/> Probationary (N)	<input type="checkbox"/> Clinical Scholar (I)	<input type="checkbox"/> Annually Renewable (K)
<input type="checkbox"/> Tenured (P)	<input type="checkbox"/> Multiple-Year Contract (J)	<input type="checkbox"/> Yearly Appt – Med School (W)

### Project to be Conducted During Leave - attach additional information if necessary

Title of Project:	Institution or Location where project would be conducted:
Nature and significance of project in terms of scientific, scholarly, or artistic value, and/or practical application:	
Present state of knowledge or accomplishment on subject – General status:	
Present state of knowledge or accomplishment on subject – Your background or activities in this area:	
Description of research design or project plan (include specific information on approach to the project, methods to be used, potential results, and why the Single Semester Leave will facilitate this activity):	

List up to five of your recent personal publications or accomplishments (or equivalents) which may be related to the project:

1 of 2

Plans for publication or other outcome as a result of this project:

**Dates of previous leaves in the past 10 years**

Single Quarter/Semester:

Sabbatical:

Summer Faculty Research  
Appointment :

Other:

Dates of anticipated future leave requests, if known:

- I will submit a report on my semester leave to the department head/chair and college dean/campus vice chancellor within three months of returning.
- In the event that I do not return to the University of Minnesota, I agree to the terms set forth at *Section 602.300 Reimbursement of the UEA contract*.
- I will not accept any other salary or compensation for services while on semester leave.

**Requested in accordance with the Board of Regents Policy: *Employee Development, Education, and Training* and the University Administrative Policy: *Granting Faculty Development Leaves*.**

Signature

Date

Prepared By

Date

Campus Address

Phone Number

**Recommended** – *(Provision for the applicant's work will be made within the funds of the department.)*

Department Head Signature

Date

**College Screening Committee**

Rank or priority given this application:

Total number of applications from this college:

Comments:

Signed

Date

**Approved**

Dean/Vice Chancellor Signature

Date