

RESEARCH and DEVELOPMENT LEAVE APPLICATION INFORMATION

Below you will find important dates, the application procedure, and the application for applying for a Paid Research and Development Leave.

The important dates also apply for unpaid leaves. Exceptions to this timetable for unpaid leaves may be made by mutual agreement.

Important Dates*

October 31	Applications must be submitted to the appropriate Department Chairperson/designated person.
November 7	Chairperson's/designated person's recommendations and applications submitted to the Dean.
November 21	Dean's recommendation and complete application submitted to the McNichols Tenure and Promotion Committee through the Office of the Provost and Vice President for Academic Affairs.
January 2	McNichols Tenure and Promotion Committee submits its recommendations to the Provost and Vice President for Academic Affairs.
January 16	Applicants are notified of the decision

* Dates are from the 2021-2026 Detroit Mercy/UDMPU Agreement (Article 10.2).

APPLICATION PROCEDURE

1. All tenured faculty and clinical-track continuously employed faculty members represented by the UDMPU are eligible to apply for a Paid Research and Development Leave.
2. Applicants should carefully review the important dates listed above.
3. The Deans may encourage an employee to initiate a request based upon programmatic need.
4. All applications for a research leave should be supported by a detailed and precise written statement of the purpose for the leave, as well as the nature of the activity proposed as described in the application process.
5. Applications for a leave should be submitted to the Department Chairperson or designee for a recommendation.
6. The Department Chairperson's or designee's recommendation, with the employee's application should be submitted to the appropriate Dean or Director.
7. The Dean's recommendation, the Department Chairperson's or designee's recommendation, and the application should be submitted electronically to the University Tenure and Promotion Committee through the office of the Provost and Vice President for Academic Affairs -academicaffairs@udmercy.edu.
8. The University Tenure and Promotion Committee shall make its recommendations to the Provost and Vice President for Academic Affairs.
9. Following review and decision by the Provost and Vice President for Academic Affairs, each applicant will be advised in writing of the decision on his/her application.

APPLICATION FOR A PAID RESEARCH AND DEVELOPMENT LEAVE*

A research and development leave is designed to contribute to the professional development and effectiveness of faculty members, and to the value of their subsequent service to the University community.

The completed application should include concise descriptions of the following:

I. APPLICANT INFORMATION

1. Faculty person's name, rank, department, and college
2. Date of hire
3. List of previous leaves (include academic year)
4. Previous research leave's summary of activities
5. Length of the proposed leave
6. Curriculum Vitae

II. SCHOLARSHIP

1. The nature of the proposed scholarship / scholarly activity
2. Research goals and methodology
3. The expected contribution to the discipline / field
4. Identification of mentors or external consultants including the name, title, and university or place of employment
5. Location where research and writing will be completed

III. OUTCOME(S)

1. Include all anticipated outcomes:
 - a. Name and type of journal(s) to which article(s) will be submitted
 - b. Chapter or book publication
 - c. Conference / symposium presentation(s)
 - d. Other

IV. BENEFITS

1. Value of proposed leave to the:
 - a. Discipline, College/School and University.
 - b. Faculty member's professional career.
2. Address (if appropriate) how the proposed research will:
 - a. Incorporate new knowledge into the faculty member's teaching.
 - b. Enhance teaching/learning/curriculum within the College/School/Discipline.
 - c. Attract future funding, graduate students, and postdoctoral students.
 - d. Help establish the faculty member as a national and/or local leader in the discipline/field.

V. ADDITIONAL INFORMATION (If applicable)

1. Describe how the research is consistent with and support the University's Mission.
2. Describe if/how the proposed research addresses industrial, community, and/or social problems.
3. Describe arrangements to meet your obligations in your absence.
 - a. Arrangements with Dean
 - b. Fellowship
 - c. Grants current or pending

*Applies to unpaid leave request.

See Article X of the 2021-2026 Detroit Mercy/UDMPU Agreement

REV: 9.10, 9.11, 6.12, 9.14, 8.17, 5.18, 10.18. 10/2021