

## **Compensation and Benefits – Leaves and Absences**

### **Development Leave and Approval Procedures**



**Vice President for Academic Affairs**

**Regulation No: DEC (Regulation)  
Development Leave and  
Approval Procedures**

**Effective Date: 12.19.2023**

#### **1. PURPOSE**

This regulation addresses procedures for faculty development leave application and approval. Approval Procedures for Development Leave

#### **2. REGULATION**

To request development leave, a faculty member must submit an application to the Department Chair no later than February 1 of the year preceding the academic year during which leave will be taken. The application shall contain the signed Development Leave Request Form (DEC [Exhibit]) and a letter that:

1. Describes the specific purpose for which the leave is requested;
2. Explains how the leave is consistent with COM's mission and purpose and how the development leave will benefit the College District; and
3. Any other information deemed appropriate by the College President.

Before recommending an application, the Department Chair shall consider the department's ability to cover the applicant's classes and the applicant's performance issues, if any.

After receiving the application from the Department Chair, the Instructional Dean, Development Leave Committee, and the Vice President for Academic Affairs will review the application and make their recommendations to the President.

All applications submitted to the department chair must be received by the College President on or before April 15 unless retracted by the applicant.

#### **3. DEVELOPMENT LEAVE COMMITTEE**

The Development Leave Committee (DLC) shall consist of five full-time faculty elected from the general faculty membership. Committee members shall serve staggered two-year terms, and elections shall be organized by Faculty Senate and shall be completed every year during the week of Fall Convocation. A special election may be held during the week of Spring Convocation to fill vacancies on the committee. The committee shall elect a chair prior to February 1 and shall identify the chair to the President of the Faculty Senate. The committee chair shall be responsible for receiving applications for development leave from the instructional deans, distributing those applications to the rest of the committee, and scheduling and presiding over meetings.

Last Modified By: Dr. Jerry Fliger  
Document Owner: VP Academic  
Affairs

Last Modified On:  
Original Date: 12/19/2023

Page: 1

**4. REPORTING RESULTS OF DEVELOPMENT LEAVE**

Upon returning from development leave, the faculty member must report the results of their leave to the President of the Faculty Senate, who shall include the results in their monthly report to the Board of Trustees. Additionally, the faculty member may present the results to their department or to the general faculty membership or may provide a written report to their department chair. A faculty member must work for COM for five years between periods of development leave.

**5. REGULATION OWNER**

The Vice President for Academic Affairs shall be responsible for this Regulation.

**6. FORMS/REFERENCE/EXHIBITS**

DEC (Exhibit)- Development Leave Request Form