



UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY

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Human Resources

**EMPLOYEE DEVELOPMENT,
EDUCATION, AND TRAINING**

Adopted: March 10, 2006

Amended: May 9, 2009; July 11, 2012; December
13, 2012

Supersedes: (see end of policy)

EMPLOYEE DEVELOPMENT, EDUCATION, AND TRAINING

SECTION I. SCOPE.

This policy governs the professional development, education, and training of eligible employees of the University of Minnesota (University).

SECTION II. DEFINITIONS.

Subd. 1. Eligible Employees. *Eligible employees* shall mean:

- (a) Faculty Development Leaves - Faculty members holding a regular (tenured or tenure-track) or a contract faculty appointment;
- (b) Professional Development Leaves for Academic Professional and Administrative (P&A) Employees - P&A employees whose primary employment at the University is classified within the 93xx, 96xx, or 97xx series;
- (c) University-Provided and Other Education, Training, and Development Opportunities - Individuals in the faculty, P&A, civil service, and union-represented staff employee groups.

Subd. 2. Benefits. *Benefits* shall mean medical, dental, life, and disability coverage and employee retirement plans.

Subd. 3. Salary. *Salary* shall mean the regular University salary of a faculty or P&A employee at the time a leave is initiated.

SECTION III. GUIDING PRINCIPLES.

The following principles shall guide the University's employee development, education, and training programs:

- (a) In support of a culture of excellence, the University is committed to providing its employees opportunities to participate in professional development, education, and training activities, consistent with managing the responsibilities and needs of the unit.
- (b) The University and its employees share responsibility for continued learning and development appropriate to work duties and for the pursuit of individual, unit, and institutional success.
- (c) The University is committed to providing a regular program of relevant, accessible, and affordable opportunities for employees to develop knowledge, skills, and abilities to support position competencies, management responsibilities, and leadership roles.
- (d) The University seeks to maintain development leave programs comparable to peer institutions.

SECTION IV. PROFESSIONAL DEVELOPMENT LEAVES.

Subd. 1. Faculty Development Leaves. Faculty development leaves are offered that share in common the objective of providing eligible faculty the opportunity to spend time away from the University in



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order to focus more intently on significant work already in progress, pursue new studies, investigation, research, scholarly writing and artistic projects, or to launch a new venture or enterprise.

- (a) Three distinctive categories of faculty leave are offered under this policy:
- (1) Single Semester Leave – A one-semester leave at full salary and full benefits.
 - (2) Sabbatical Leave – A leave of up to one year at one-half salary and full benefits.
 - (3) Entrepreneurial Leave – A leave of up to one year at no salary and, as determined by the percent of leave, full benefits or lump sum payment that may be used to offset benefit costs.

Subd. 2. Professional Development Leaves for P&A Employees. Professional development leaves for P&A employees provide time away from the workplace to develop or enhance the knowledge, skills, and performance of eligible employees.

- (a) The following professional development leaves are offered under this policy:
- (1) Mini-Leave - A development leave of up to six weeks at full salary and full benefits.
 - (2) Short-Term Leave - A development leave of seven to 20 consecutive weeks at one-half salary to full salary and full benefits, with salary to be determined by the unit.
 - (3) Extended Leave - A development leave of 21 to 48 consecutive weeks at one-half salary and full benefits.

SECTION V. UNIVERSITY-OFFERED EDUCATION, TRAINING, AND DEVELOPMENT OPPORTUNITIES.

Subd. 1. Training and Development. The University shall provide eligible employees with an ongoing program of training and development opportunities to address existing and projected competency needs, improve job performance, and enhance management and leadership talents.

Subd. 2. Tuition Benefits. The University shall offer eligible employees access to University credit-bearing educational opportunities at a reduced tuition cost through the Regents Scholarship Program.

SECTION VI. OTHER EDUCATION, TRAINING, AND DEVELOPMENT OPPORTUNITIES.

Time away from the workplace with pay may be granted to eligible employees to attend professional meetings or education, training, or professional development offerings outside the University.

SECTION VII. IMPLEMENTATION.

Employee eligibility for and participation in education, training, and professional development opportunities is administered according to applicable administrative policies, rules, and contracts.

Supersedes: Administrative Transitional Leaves dated January 12, 1990; Faculty Development Leaves dated June 7, 2001; Professional and Administrative Staff Development Leaves dated October 11, 1985; and Regents' Scholarship Program dated April 15, 1966.