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**U Wide Form**

UM 1789

**Rev:** 09/2022



# Faculty Entrepreneurial Leave

## Complete Faculty Entrepreneurial Leave Form and submit to department head/chair.

1. *If request is recommended by department head/chair, submit form to Dean/Vice Chancellor.*
2. *If request is approved, provide signed copies to:* *☐ Dean/Vice Chancellor* *☐ Department* *☐ Tech Commercialization Office*
3. *Enter approved leave information into PeopleSoft prior to the beginning of the entrepreneurial leave.*

*For more information, see* Board of Regents Policy: [*Employee Development, Education, and Training*](http://regents.umn.edu/sites/regents.umn.edu/files/policies/Employee_Develop_Educ_Training.pdf) and the University Administrative Policy: [*Faculty Development Leaves*](http://policy.umn.edu/hr/facleaves).

|  |  |
| --- | --- |
| Name | Empl ID |
| Rank or Title | Email Address |
| Department/Unit | College |
| Start Date of Requested Leave | End Date of Requested Leave |
| Appointment Term: ☐ 9-month ☐ 12-month | Appointment Type: ☐ Tenured ☐ Tenure-Track |
| List the four years of service and rank held at the University of Minnesota for eligibility.  |
| Dates of previous development leaves, including single quarter or semester leaves, sabbaticals or entrepreneurial leaves. |
| Reasons and plans for the entrepreneurial leave, including place(s) where leave is to be spent – attach additional information if necessary.      |

* I will engage in monthly discussions with the department head/chair and, when University IP is involved, a representative from the Office of Technology Commercialization to provide updates on leave activities and progress during the course of the leave.
* In the event that I do not return to the University of Minnesota for a period at least equal to the period of the leave, I agree to reimburse the University of Minnesota the value of fringe benefits or lump sum payment made in connection to the leave, except in the case where a written waiver is provided.
* Faculty members must file with their department and college a summary report of the work done while on leave. The report is to be submitted in Works, the University’s faculty activity reporting system ([works.umn.edu](https://works.umn.edu/)), on the first annual activity report after returning to service.

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

|  |  |
| --- | --- |
| Faculty Signature | Date  |

#### Recommended

|  |  |
| --- | --- |
| Department Head/Chair Signature | Date       |

**Approved**– *(for Tenured Faculty)* **Recommended***–(for Tenure-Track Faculty)*

|  |  |
| --- | --- |
| Dean/Vice Chancellor Signature | Date  |

**Approved**– *(for Tenure-Track Faculty)*

|  |  |
| --- | --- |
| Executive Vice President and Provost Signature | Date  |



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