

THIS AGREEMENT, by and between **NORTH DAKOTA STATE UNIVERSITY (NDSU)**, a state institution of higher education located at Fargo, North Dakota; and _____ (APPLICANT), who is employed by North Dakota State University and whose current address is _____

SAMPLE FORM – COMPLETE THIS FORM IN DOCUSIGN

WITNESSETH THAT;

1. APPLICANT has submitted a proposal (copy attached) for developmental leave dated _____ under the State Board of Higher Education's Developmental Leave policy; and
2. APPLICANT'S proposal requests developmental leave for the period from _____ to _____, at _____% of his or her budgeted salary for that period.
3. APPLICANT hereby assures NDSU that the planned use of the developmental leave will involve benefit to NDSU, the State of North Dakota, and the Applicant as stated in the attached document. Applications must address benefits to each group separately. The section addressing benefits to North Dakota should be written in nontechnical language, understandable by the average person and avoids the use of jargon.
4. APPLICANT hereby agrees to (a) return to employment at NDSU under the jurisdiction of the State Board of Higher Education upon completion of the leave for a period of time at least equal to the leave time or (b) refund the stipend payments received from NDSU during the leave.
5. APPLICANT hereby agrees to submit a one page final report to the Vice Provost for Faculty summarizing the outcomes.
6. NDSU hereby grants a Developmental Leave to APPLICANT, subject to the terms of this Agreement, and with the following changes, if any, from the proposal submitted by Applicant:

This agreement is approved as of the final date signed below.

Applicant *Date*

Department Chair/Head *Date*

Provost *Date*

Dean/Director *Date*

President *Date*