

CHICAGO STATE UNIVERSITY

Sabbatical Leave Report

Cover Sheet and Instructions | CSU-UPI Local 4100 Contract, Section 27.2.i

Section 1. Faculty Member and Leave Information

Faculty Member Name		Banner ID	
Department or Unit		College	
Sabbatical start date		Sabbatical end date	
Report due date (end of first academic term after return)		Date report submitted	
Was the original proposal significantly modified during the leave?	☐ No ☐ Yes, the change was reported to and approved by the Provost (Section 27.2.i(2))		
Date change approved (if applicable)			

Section 2. Report Requirements

Attach a narrative report to this cover sheet. Section 27.2.i(1) requires an appropriately descriptive written account of sabbatical activities and accomplishments consistent with the goals and objectives in the sabbatical proposal. The University requires the narrative to include the sections below and to run five to ten typed pages. Confirm each section is included.

Sections included in the narrative	☐ Overview and summary of accomplishments, with a timeline of activities ☐ Differences between planned and actual activities, and why the changes occurred ☐ Benefits of the sabbatical to the individual, the department, and the University ☐ How the accomplishments will be incorporated into performance of primary duties ☐ Other information germane to the sabbatical, such as materials developed or articles written for submission
Executive Summary of Accomplishments	

Section 3. Faculty Certification

I certify that the attached report is an accurate account of my sabbatical activities and accomplishments.

Faculty Signature	Click to sign digitally	Date	
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Section 4. Review and Routing

The Department Chair and Dean review the report and return it for revision when it is not appropriately descriptive or not consistent with the proposal. The Dean forwards the reviewed report to the Office of the Provost. The report is made available to the department and colleagues and is placed in the faculty member's personnel file (Section 27.2.i(1)). A faculty member who does not file by the end of the first academic term after return is subject to sanctions under Article 5 and is ineligible for future Professional Advancement Increases and Faculty Excellence Awards.

Department Chair

Printed Name		Title	
Recommendation	☐ Received and accepted		☐ Returned for revision
Comments and written reasons			
Signature	Click to sign digitally		Date

Dean

Printed Name		Title	
Recommendation	☐ Received and accepted		☐ Returned for revision
Comments and written reasons			
Signature	Click to sign digitally		Date

Provost and Vice President for Academic Affairs

Printed Name		Title	
Recommendation	☐ Received and accepted		☐ Returned for revision
Signature	Click to sign digitally		Date