

Sabbatical Leave

Cover Sheet and Instructions

Faculty Member's Name: _____ Dept/Unit: _____

Sabbatical Start Date: _____ End Date: _____

Date Report Submitted: _____

Chair's Approval of Report: _____ Date: _____

Dean's Approval of Report: _____ Date: _____

The Dean should forward the approved report to the Office of the Provost. Any revisions or modifications to the report must be made prior to submission to the Provost. Reports are due within one semester following the return from the sabbatical.

A narrative report should be attached to this cover page and submitted to the Provost within one semester following completion of the Sabbatical. The narrative report must include at least the following sections:

1. Overview and summary of accomplishments with a timeline.
2. Any differences between the planned activities as stated in the sabbatical proposal and actual activities. State why the changes occurred.
3. Benefits resulting from the sabbatical for the individual, department and the University.
4. How accomplishments achieved on the sabbatical will be incorporated into the individual's performance of primary duties at the University.
5. Other information, comments, data, exhibits, etc. germane to the sabbatical.