**College of Humanities and Social Sciences**

**Sabbatical Leave Report**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department / School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Sabbatical Leave: Semester: \_\_Fall/Spring\_\_\_ Year: \_\_\_\_\_\_\_

Date by which Sabbatical Leave Report is Due: \_\_\_\_\_\_\_\_\_\_ (within one academic year from completion of leave).

Date of Sabbatical Leave Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Each department / school will determine the method by which faculty will evaluate sabbatical leave reports. The chair / director is responsible for recording and reporting the results and, where appropriate, for providing the faculty member with a written notification of non-acceptance by the faculty. The protocol for evaluation of sabbatical leave reports will be submitted to the dean for approval. At minimum, the sabbatical report will be evaluated considering the following criteria:

1. Whether the report is complete and explicitly addresses each of the required elements (see below)
2. Whether the sabbatical leave met its objectives as outlined in the proposal or, if applicable, as revised.

In order to complete the sabbatical leave report, use this form as a cover sheet for the following:

1. Provide a copy of your approved sabbatical leave proposal.
2. Provide your sabbatical leave report. In your report, please address each of the following:

a. Summarize the key activities undertaken.

b. Comment on what was accomplished during the leave, particularly with reference to goals articulated in your proposal.

c. Explain how the sabbatical has contributed to your own professional development, to the academic program(s) in which you teach, and to the university.

Submit this cover sheet and the above materials to the appropriate department / school faculty representative in accordance with the department’s / school’s approved procedure for evaluation.