

Per CBA Article 28.15, a faculty unit employee granted a difference-in-pay leave may be required by the President to provide verification that the conditions of the leave were met. Article 28 does not specify a fixed submission deadline for this report, however to be consistent with Sabbatical leaves, it is recommended to submit report to the Department Chair or Unit Head within 30 calendar days of returning to teaching duties following DIP leave.

SECTION 1: FACULTY & LEAVE INFORMATION

Faculty Member Name	
Department	
College	
Academic Rank/Title	
Academic Year/Term of Difference-in-Pay Leave	
Length of Leave Taken (quarters, semesters, or months)	
Date Range of Difference-in-Pay Leave	
Date Returned to Teaching Duties	
Title of Approved Difference-in-Pay Leave Request	

SECTION 2: REPORT OF ACTIVITIES AND ACCOMPLISHMENTS

Describe the activities undertaken during your difference-in-pay leave and the extent to which the goals stated in your approved leave request were accomplished. Attach additional pages and evidence of accomplishments (e.g., publications, presentations, creative works) as needed.

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SECTION 3: EVIDENCE/DOCUMENTATION ATTACHED

Copy of approved Difference-in-Pay Leave Request

Publications, manuscripts, or creative works produced

Conference presentations or professional activity documentation

Other supporting evidence (specify): _____

SECTION 4: FACULTY CERTIFICATION

I certify that this report accurately describes the activities and accomplishments completed during my difference-in-pay leave, consistent with the goals stated in my approved leave request.

Faculty Member — Signature

Date

SECTION 5: REVIEW AND ROUTING

Routing and Review (per CBA Article 28.15): a faculty unit employee granted a difference-in-pay leave may be required by the President to provide verification that the conditions of the leave were met. Verification shall be provided to the President and the Department Leave Committee. The Dean's office will serve as the President's designee.

Note: Unlike Article 27, CBA Article 28 does not name a campus policy analogous to FAM 627.65 for difference-in-pay leave reporting. Confirm current routing practice with your Department Chair if in doubt.

Department Leave Committee

Date Received:

Comments:

Department Leave Committee Chair — Signature

Date

College Dean's Office

Date Verification Received:

Comments:

College Dean or Designee — Signature

Date

DISTRIBUTION

Upon completion, copies of this report shall be routed to:

- Department Leave Committee
- Dean's Office