

Per FAM Policy No. 627.65 and CBA Article 27.19, this report must be submitted to your Department Chair or Unit Head within 30 calendar days of returning to teaching duties following sabbatical leave. This report shall also accompany any subsequent application for sabbatical leave.

SECTION 1: FACULTY & LEAVE INFORMATION

Faculty Member Name	
Department	
College	
Academic Rank/Title	
Sabbatical Academic Year/Term	
Type/Length of Leave Taken (e.g., one semester at full salary)	
Date Range of Sabbatical Leave	
Date Returned to Teaching Duties	
Title of Approved Sabbatical Project	

SECTION 2: REPORT OF ACTIVITIES AND ACCOMPLISHMENTS

Describe the activities undertaken during your sabbatical leave and the extent to which the goals stated in your approved sabbatical proposal 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 Sabbatical Proposal

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 sabbatical leave, consistent with the goals stated in my approved sabbatical proposal.

Faculty Member — Signature

Date

SECTION 5: REVIEW AND ROUTING

Routing and Review (per FAM Policy No. 627.65 and CBA Article 27.19): the faculty member submits this report to the Department Chair or Unit Head, who forwards it to the Professional Leave Committee for evaluation. The Professional Leave Committee's evaluation is then submitted to the College Dean's Office within 30 calendar days of the Committee's receipt of the report.

Department Chair / Unit Head

Date Received:	Date Forwarded to PLC:
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Comments:

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Department Chair / Unit Head — Signature

Date

Professional Leave Committee Evaluation

Date Received:	Date Submitted to Dean's Office:
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Sabbatical goals satisfactorily accomplished

Sabbatical goals not satisfactorily accomplished

Note: An unfavorable evaluation by the Professional Leave Committee shall affect the faculty member's next application for sabbatical leave.

Comments:

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Professional Leave Committee Chair — Signature

Date

College Dean's Office

Date Evaluation Received:	(Must be within 30 calendar days of PLC receipt of the report)
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Comments:

College Dean or Designee — Signature

Date

DISTRIBUTION

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

- Department Chair or Unit Head
- Professional Leave Committee
- College Dean's Office