

Post-Sabbatical Report Requirement

By the end of the first semester after returning to regular duties (or within four months of the completion of the sabbatical assignment, for 12-month faculty members), the faculty member is required to file a written substantive report with the dean. The dean shall evaluate the report for conformity with the sabbatical plan.

This report will include:

1. The dates of the sabbatical leave.
2. A list of the academic and professional goals for the sabbatical. For each one, a description of how the goals were met.
3. A summary of sabbatical activities and accomplishments.
4. An explanation of failure to complete aspects of the sabbatical plan, if applicable.
5. A summary of the academic benefits to you, your department, school/college/library, University, students, etc.