

## **REPORT ON PAID LEAVE (SABBATICAL)**

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The purpose of your brief report of no more than two pages is for you to document the work of your paid leave and to share the results. This report will be part of your next five year review materials. Please submit the report as an e-mail attachment to your Dean and Provost and Chief Operating Officer by the third Friday of the semester following your sabbatical. There will be no distribution of reports of individual faculty members' sabbatical leave projects beyond the promotion and tenure process as described in the Faculty Handbook.

**Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date of leave:** \_\_\_\_\_

**Dean's Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

### **Purpose of the approved leave**

Describe what you have accomplished specifically with respect to purpose of the approved leave and provide documentation. Some examples of documentation include a notice of acceptance of a presentation, show or publication.

If you did not complete all of the proposed work for your approved leave as you had planned, please explain why. Please indicate if you still intend to complete the work and provide a time for completion. For example, you may have planned to submit a manuscript or prepare an exhibition, but were unable to complete that work.

Is there anything else you would like the readers to know about your experiences on leave?