

COLLEGE OF NATURAL & AGRICULTURAL SCIENCES
Sabbatical Leave -- Report of Results

Name of Faculty Member: _____

Dept: _____

Dates of Sabbatical Leave: _____

Report Due: _____

Within 90 calendar days following return from sabbatical leave, the recipient of a sabbatical leave shall submit to the Dean a concise report of the results of the leave. Filing a report is a precondition for approval for subsequent Sabbatical Leaves. In addition, the report must be available in the department, if requested during review in the merit/promotion process. The report need not be lengthy (one-two pages is sufficient) but should include the following:

- a) Account of activities during the leave, including travel itineraries, institutions and locations visited, persons with whom there was extensive consultation or collaboration, and any formal lectures delivered. (APM 740-97-a)**
- b) Statement of progress made on the project as proposed in the application. (APM 740-97-b)**
- c) Explanation of any significant changes from the initial approval proposal. (APM 740-97-c)**
- d) Appraisal of the relationship between the results anticipated in the leave project statement and those actually achieved. (APM 740-97-d)**
- e) Summary of any intellectual property issues. (APM 740-97-e)**
- f) Statement of future activity related to the project, including plans for completion of the project and publication of results. (APM 740-97-f)**

Signature of Faculty Member

Signature of Department Chair

