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)

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Signature of Faculty Member

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Signature of Department Chair