COLLEGE OF NATURAL & AGRICULTURAL SCIENCES

Sabbatical Leave -- Report of Results

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| Name of Faculty Member: |  |
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| Department: |  |
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| Dates of Sabbatical Leave: | to |
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| 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:

1. 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)

1. Statement of progress made on the project as proposed in the application. (APM 740-97-b)

1. Explanation of any significant changes from the initial approval proposal. (APM 740-97-c)

1. Appraisal of the relationship between the results anticipated in the leave project statement and those actually achieved. (APM 740-97-d)

1. Summary of any intellectual property issues. (APM 740-97-e)

1. 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 |

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