Sabbatical Leave — Report of Results

Within 90 calendar days following return from leave the recipient of a sabbatical leave shall submit to the Dean, a concise report of the results of the leave. The report may become a part of the materials submitted with any proposal for subsequent promotion or merit increase. The report need not be lengthy (one-two pages is sufficient) but should include the following:

1) An 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.

2) Statement of progress made on the project as proposed in the application.

3) Explanation of any significant changes in the project.

4) Appraisal of the relationship between the results anticipated in the leave project statement and those actually achieved.

5) Statement of future activity related to the project including plans for completion of the project and publication of results.