



SABBATICAL/DIFFERENCE-IN-PAY LEAVE SUMMARY

Faculty who take a Sabbatical or Difference-in-Pay leave are required to submit a leave report within one semester of their return. Failure to provide an acceptable report could result in the denial of subsequent Sabbatical or DIP leaves. Please attach the original report and keep a copy of your report for your next leave application.

Name _____

College _____ Department _____

Type of Leave: Sabbatical or Difference-in-Pay

Period of Leave: Semester _____ or Academic Year _____

1. What specific goals were accomplished during your leave?

2. What goals were partially achieved or not at all?

3. Taking your activities and accomplishments as a whole, what percentage do they represent of the initially stated goals you planned to achieve? _____

4. What circumstances may have prevented you from realizing all of your stated goals?

5. Who and/or what are the beneficiaries of your sabbatical/DIP efforts?

SIGNATURES

Employee Signature _____ Date _____

Department Chair _____ Date _____

College Dean _____ Date _____

Completed report should be submitted with this summary to Human Resources at Campus Zip 6032. Sabbatical reports will be forwarded to the Professional Leave Committee for their approval as well.