



## POST-SABBATICAL REPORT FORM

### TO WHOM AND WHEN TO SUBMIT REPORT:

The sabbatical report should be submitted to the Division Director. A report is expected in every academic year for which the faculty member has one or more terms of sabbatical. **The report must be submitted to the Division Director within 30 days of the completion of the sabbatical period or by the first Friday of the term following the sabbatical period, whichever is longer.**

### CONTENTS AND STRUCTURE OF THE REPORT:

**Describe the outcomes of your sabbatical, whether the outcomes were met, and how these outcomes have been documented, being as specific as possible. Please also indicate how the sabbatical work might be communicated with colleagues, students and the public.**

### NOTES:

- 1) The Division Director, in consultation with the Program Chair, will submit to the Provost a written evaluation of the sabbatical. Should the evaluation find the sabbatical performance to be unsatisfactory, appropriate measures may be taken through the faculty evaluation process or other measures.
- 2) The sabbatical leave activity report must be included in the FPAR for the succeeding academic year. Sabbatical leave activity reports will be a component of the colleague evaluation and promotion and tenure processes.
- 3) After sabbatical completion, faculty are strongly encouraged to present their observations or insights to their colleagues. Examples of forums for presentation include (but are not limited to) SOAR, the Campus Theme, Instructional Institute, Friends of the Library, Distinguished Lecturer, or a divisional seminar.

## POST-SABBATICAL DIRECTOR EVALUATION

The following report shall be completed by the Division Director in consultation with the Program Chair. The report is then returned to the Provost with a copy to the faculty member.

- 1) Was the sabbatical report complete?  Yes  No
- 2) Were the established outcomes met?  Yes  No
- 3) Was the sabbatical report filed in a timely manner?  Yes  No
- 4) If the objectives of the report changed, did the activity completed remain at the same value as the proposal?  Yes  No
- 5) Rate level of agreement: The report demonstrates a steady line of inquiry consistent with the faculty member's area of expertise.

Strongly disagree ..... Strongly Agree  
1      2      3      4      5      6      7

*Please add a page providing your assessment of the value of the sabbatical to the faculty member and the University*

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Copy sent to:

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|---|-------|
| <input type="checkbox"/> Faculty                      | Date: |
| <input type="checkbox"/> Program Chair                | Date: |
| <input type="checkbox"/> Division Director            | Date: |
| <input type="checkbox"/> Provost                      | Date: |
| <input type="checkbox"/> Uploaded to Activity Insight | Date: |