

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.