

THE UNIVERSITY OF VERMONT

GUIDELINES FOR REPORTING ON ACTIVITIES OF SABBATICAL LEAVE

In order to establish a complete and accurate record of sabbatical leave activities, each officer awarded a sabbatical leave is expected to submit a written report to his/her chair and dean or director within 60 days after returning to the campus.

Suggested Content

1. The report should be able to stand alone in summarizing the important benefits and activities of the sabbatical leave. For example, it is not enough to say that the plan or objectives set forth in the original proposal were fulfilled.
2. The report should demonstrate and communicate the value of a sabbatical leave experience to the institution and to the individual.

Procedure

1. A copy of the report should be sent to the officer's department chair and dean or director. It will then be forwarded to the Provost's Office.
2. Chairs and deans or directors are expected to acknowledge and respond to the report within 30 days.
3. A copy of the report will become part of the officer's personnel file.

Office of the Provost
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