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| --- | --- |
| Name: | College/School: |
| Rank: | Department: |
| Sabbatical Leave Dates: | |

[CBA Article 22.1.i states: All faculty awarded a sabbatical leave shall submit to their Chairperson and Dean a written report detailing sabbatical activities and accomplishments and indicating how the original objectives of the sabbatical were met during the leave. This report shall be submitted within sixty (60) days of completion of the leave. For a faculty member on nine- or ten-month appointment whose sabbatical ends when his/her appointment year ends shall submit his/her sabbatical report within sixty (60) days from the starting date of the next appointment years, i.e., sixty (60) days after September 1st for a nine-month faculty member.]

**Due date** (nine- and ten-month faculty):

- Sabbatical completed at end of Spring semester - Report due to Chair and Dean by October 31

- Sabbatical completed at end of Fall semester - Report due to Chair and Dean by March 15

**\*\*\*Remember: Faculty members are responsible for submitting the report to their Chair and Dean by the due date shown.**

[CBA Article 22.1.i states: In the event of a late sabbatical report, the faculty member’s accumulation of years towards a future sabbatical shall begin with the semester following the date when the report is submitted. Such reports will be considered as part of the record for subsequent sabbatical consideration.]

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1. Please record all funding received while on sabbatical, including grants, honoraria, and compensation from other institutions.

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| --- | --- | --- |
| UVM sabbatical salary (check boxes) | 100% \_\_\_ 77.3% \_\_\_ | 1-semester \_\_\_ AY \_\_\_\_ |
| Other funding (indicate source): | $ | Number of months: |
| Other funding (indicate source): | $ | Number of months: |
| Other funding (indicate source): | $ | Number of months: |
| Other funding (indicate source): | $ | Number of months: |

1. Please summarize your sabbatical accomplishments and how these align with the outcomes proposed in your sabbatical application (see CBA 22.1.i, above). Clearly distinguish between activities that were completed during the sabbatical period and activities that are continuing beyond the sabbatical period. For the latter, provide an estimated completion date. Please briefly explain any changes between original plan and outcomes. (750 words max.).

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**HOW TO SUBMIT REPORT**: The sabbatical report should be submitted electronically to your Chairperson and Dean as an email attachment. The date of the email submission should be on or before the due date shown on page 1.

# **REMEMBER: This report must be received by the Chairperson and Dean by the deadline shown on page 1.**

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**NOTE TO CHAIRPERSON and DEAN: Please sign and date-stamp below (or append the system-dated email used for submitting the report).**

Received and read by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair name Signature Date

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Dean name Signature Date

*Revised May 2017*