

## **GUIDELINES FOR COMPLETING THE SABBATICAL LEAVE REPORT FORM**

All UVM faculty must file a final sabbatical report within 60 days of returning to campus following a sabbatical leave (see Sabbatical Report form for due dates).

### Question 1: List funding sources

List under this heading any grants, fellowships, or other funding received during the sabbatical leave. Please always inform Sponsored Project Administration of any grant funding received.

### Question 2: Sabbatical report

Provide a brief narrative summary of the work accomplished on the sabbatical leave and, if applicable, the work continuing beyond the sabbatical. Please address the basis/effect of any changes from the approved sabbatical plan.

### Procedures:

1. The faculty member must submit the report to his/her department chair and dean within 60 days of completion of the leave (see Sabbatical Report Form for due dates). Electronic submission preferred.
2. Chairs and deans should record the date received via date stamp or dated email.
3. The report is forwarded electronically by the Dean to [Jennifer.Diaz@uvm.edu](mailto:Jennifer.Diaz@uvm.edu) in the Provost's office.
4. A copy of the report becomes part of the faculty member's academic record file maintained in the Dean's Office.
5. If a late sabbatical report is submitted, the faculty member's accumulation of years towards a future sabbatical begins with the semester following the date when the report is submitted.
6. Sabbatical reports will be considered as part of the record in subsequent sabbatical applications.

*Revised May 2017*