

Requirements Upon Completion of Leave

Revised September 2013

Report

Upon returning from sabbatical leave, the faculty member must submit a written report on his or her study and travel during the leave within 60 days of service return. This requirement is effective with sabbaticals taken in Academic Year 2014-15 and after. A reminder of this requirement will be sent to the faculty member by the Office of the Vice Provost for Faculty Affairs (OVPFA).

Report approvals and routing begins with the unit executive officer, then the dean/director prior to being delivered to the Office of the Vice Provost for Faculty Affairs, 2631 University Hall, m/c 103.

The timeline for reports due in OVPFA is as follows:

- For a sabbatical leave taken during the Fall Semester, a report is due 60 calendar days from January 1st of the same Academic Year
- For a sabbatical leave taken during the Spring Semester, a report is due 60 calendar days from August 16th of the next Academic Year
- For a sabbatical leave taken during the Academic Year, a report is due 60 calendar days from August 16th of the next Academic Year

NOTE: If the dates identified above fall on a University non-business day, the sabbatical leave report will be due on the preceding business day.

In addition to describing activities undertaken during the leave, the report should address:

- How the sabbatical leave enhanced the individual's value to the University.
- How it improved the applicant's capabilities for carrying out the objectives of the unit and the University.

All reports must be endorsed by the respective Department Head with an indication that they have reviewed and approved the report. This must be done before submission to the college office for the Dean's endorsement.

Should a question arise upon receipt of the report as to whether the activities undertaken were consistent in good faith with the approved plan, it will be referred to the Provost through normal reporting channels. The Provost shall seek the advice of the Research Board and formulate an appropriate institutional response.

Service Obligation Following Sabbatical Leave

It is important to understand the University's statutory requirement ([Article IX, Sec.7d.](#)) that a faculty member who takes a sabbatical leave must remain in service to the University for at least one year following his/her return from leave. If this obligation is not fulfilled, the faculty member or his or her new employer must reimburse the University for the salary paid while on sabbatical leave. This requirement is strictly enforced.