

# Sabbatical Leave Report Cover Sheet

## SUNY Oswego

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Leave Duration: \_\_\_\_\_

### Guidelines for Report

Your report should provide:

- A copy of your sabbatical plan and approved amendments thereto.
- A comprehensive, detailed and precise account of your itinerary, professional activities and accomplishments.
- Future plans based on your sabbatical work.
- A statement about any additional funding you received from fellowships, grant-in-aids, or earned income beyond your sabbatical salary.

Your report is due no later than 30 days following the resumption of classes in the semester following your return from sabbatical leave.

### Signature signifies acceptance and approval.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_

This form is to be attached to the Sabbatical Leave Report.