

**OUTLINE FOR A
SABBATICAL / DIFFERENCE IN PAY
REPORT**

(See APM 361: Policy on Faculty Leaves of Absence)

Pursuant to Articles 27 / 28 of the CBA, a report on the sabbatical / difference in pay leave is required. The report is due to the dean with a copy to the Provost no later than ten (10) weeks after the beginning of the semester when you return from the leave. The precise date is listed in the Academic Personnel Calendar.

Section 1. Reporting on the Success of the Leave

The report shall include

- (a) an analysis of the accomplishments of the leave in relation to the objectives / goals of the original proposal;
- (b) a description of the modifications, if any, of the original proposal and the circumstances with which necessitated these modifications;
- (c) the goals of the original proposal, that were not accomplished;

Section 2. Benefits to you as a faculty member

The report shall demonstrate how ***one or more of the following*** objectives were met by the sabbatical or difference in pay leave and therefore will benefit you as a faculty member

- (a) Explain how the leave has led to a greater command of subject matter;
- (b) Explain how this leave may have accomplished a shift in areas of academic emphasis of the faculty member;
- (c) Explain how the leave might lead to improved organization of curricula;
- (d) Explain how the leave has lead to a command of advanced methods of teaching;
- (e) Explain how the leave might lead to creative activities in one's field or in a closely related field; and

Section 3. Benefit to the university

Briefly describe how the leave will be of benefit to the department, college/school and university;

Section 4. Original Proposal

A copy of the sabbatical / difference in pay proposal shall be attached to this report)

Section 5. Seminar

During the first semester following completion of the leave, the department chair and the faculty member shall arrange a seminar or other form of open presentation in which the faculty member may report orally upon information and/or experiences accruing from the leave. Campus-wide notification of said presentation is encouraged. (APM 361).

Please indicate the time and place for the seminar presentation in the report.

Please be aware that all sabbatical reports are filed in the University Archives and are public documents.