VII. POST-SABBATICAL OR POST-DIP LEAVE REPORTS

1. Each faculty member, within ten (10) weeks of the completion of a sabbatical or DIP leave, shall submit to the appropriate dean (or equivalent) a written report of the leave’s activities. The report shall be placed in the faculty member’s Personnel Action File (PAF). The faculty member will also provide a copy of this report to the Provost, via the Office of Faculty Affairs, to be eventually placed in the University Archives.
2. This written report shall include: a) the accomplishments of the leave in relation to the goals of the original proposal; b) modifications, if any, to the original proposal, and the circumstances that necessitated these modifications; c) the objectives of the original proposal (if any) that were not accomplished; and d) anticipated outcomes for the near future as a consequence of the leave’s activities.
3. A copy of the original sabbatical or DIP leave proposal shall be attached to this report.

VII. POST-SABBATICAL OR POST-DIP LEAVE REPORTS

1. Each faculty member shall submit to the appropriate dean (or equivalent) a written report of the leave’s activities before the end of the semester following the semester in which the sabbatical or DIP leave was taken. A copy of the report must also be provided to faculty affairs. The report shall be placed in the faculty member’s Personnel Action File (PAF). The faculty member will also provide a copy of this report to the Provost, via the Office of Faculty Affairs, to be eventually placed in the University Archives.
2. This written report shall include: a) the accomplishments of the leave in relation to the goals of the original proposal; b) modifications, if any, to the original proposal, and the circumstances that necessitated these modifications; c) the objectives of the original proposal (if any) that were not accomplished; and d) anticipated outcomes for the near future as a consequence of the leave’s activities.
3. A copy of the original sabbatical or DIP leave proposal shall be attached to this report.