Sabbatical Leave Report
After the conclusion of a sabbatical leave, a report of activities and accomplishments is required.

The Trustees/Faculty Federation Agreement states:
“Within 60 days following resumption of regular duties at the University, the faculty member/librarian shall submit a written report to the department Chair, to the dean, and to Provost, describing the personal scholarly activities during the sabbatical leave. The report shall become a part of each faculty member/librarian’s service record as a basis for evaluation of subsequent leave requests.”

1. The Sabbatical Leave Report should include the following:
   a. Summary of purpose and goals
   b. Brief narrative of activities undertaken
   c. An explanation of any diversions from the approved sabbatical plan (if applicable)
   d. Major accomplishments and outcomes
   e. Statement of benefits to the university, discipline, and professional development
   f. Related future plans, e.g., publications, proposals, lectures, exchanges
   g. Appendix - supporting documentation, e.g., publications, software, results, etc.

2. The faculty member is encouraged to make a presentation to colleagues of what was accomplished while on sabbatical leave. Such presentations provide an opportunity to strengthen the community of scholars at UMass Dartmouth.