**Post-Sabbatical Report**

As stipulated in the Operating Procedures for Requesting Sabbatical Leave [www.purdue.edu/provost/policies/sabbatical-leave.html], within three months of completion of the sabbatical leave and return to campus, the faculty member must provide a report of the sabbatical activities and accomplishments to the Department/School Head and Dean. Faculty members with two concurrent appointments must submit the report to both Department/School Heads and Deans. The faculty member and department/college are encouraged to feature the work done during the sabbatical in a seminar series or other event. **Note:** faculty are ultimately responsible for retaining a copy of their last sabbatical report in a secure location to submit with their next sabbatical leave request. Failure to submit a post-sabbatical report will mean the faculty member is not eligible for future sabbatical leaves.

**General Report Template:**

1. Title page (please use departmental letter head):
   1. Name, Title
   2. Department/School, College
   3. Dates of sabbatical
   4. Location(s) of sabbatical
   5. Date post-sabbatical report was submitted to head and dean
2. Sabbatical project assessment and accomplishments:
   1. Describe the original goals of the sabbatical
   2. Were these goals accomplished?
      1. If yes, describe the factors that led to success
      2. If no, describe what was modified from the original goals, why, and what different tasks were undertaken
   3. Reflect on what was completed and accomplished during the sabbatical, including a summary of professional activities in which you engaged.
   4. Document impacts; grants submitted and/or awarded as a result of the sabbatical; publications, presentations, and other creative works resulting from the sabbatical; etc.
3. Benefit to your personal scholarly professional development and how the leave benefitted Purdue University
   1. Describe how your project was of personal benefit to your professional development and scholarly or creative trajectory, and how the sabbatical increased the value of your further services to Purdue.
   2. Summarize how your sabbatical has and will benefit Purdue. Include, as relevant, how your sabbatical connects with new scholarly collaborations, multidisciplinary or interdisciplinary impacts, curriculum development, and benefits to community partners.
   3. Describe how your sabbatical work was and will be communicated with colleagues, students, and the public.

By signing below, I certify the information provided in this report to be true.

Faculty Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_