

## Requirements Upon Completion of Leave

### Report

Upon returning from sabbatical leave, the faculty member must submit a written report on his or her study and travel during the leave. A reminder of this requirement will be sent to the faculty member by the Office of the Provost, Human Resources Unit. Submission should be made through the normal channels (unit executive officer, dean/director, Provost) and submitted to the Office of the Provost based on the following schedule. In addition to describing activities undertaken during the leave, the report should address how the sabbatical leave enhanced the individual's value to the University and how it improved the applicant's capabilities for carrying out the objectives of the unit and the University. Should a question arise upon receipt of the report as to whether the activities undertaken were consistent in good faith with the approved plan, it will be referred to the Provost through normal reporting channels. The Provost shall seek the advice of the Research Board and formulate an appropriate institutional response.

- For a sabbatical leave taken during the Fall Semester, a report is due by the end of the Spring Semester of the same Academic Year.
- For a sabbatical leave taken during the Spring Semester, a report is due by the end of the Fall Semester of the next Academic Year.
- For a sabbatical leave taken during the Academic Year, a report is due by the end of the Fall Semester of the next Academic Year.
- The Annual Report from the Dean, which covers all sabbaticals completed during the Academic Year, is due by the end of the Fall Semester of the next Academic Year.

### Service Obligation Following Sabbatical Leave

It is important to understand the University's statutory requirement ([Article IX, Sec.7d.](#)) that a faculty member who takes a sabbatical leave must remain in full-time service to the University for at least one year following his/her return from leave. If this obligation is not fulfilled, the faculty member or his or her new employer must reimburse the University for the salary paid while on sabbatical leave. This requirement is strictly enforced.