

- **Sabbatical Leave Reports**

Report Due Date:

- ◆ Due in the President's Office within six months after the completion of your leave

Report Format:

- ◆ Three-to-six pages, single-spaced on University letterhead
- ◆ Include information on how your sabbatical activities will enhance your teaching responsibilities

Avoid electronic transmission of your report because copies are periodically requested from legislative and other external officials.