

**\* SABBATICAL REPORT \***

A staff member is required to submit a sabbatical report to the Dean and Department Chair, and it shall be part of the annual report for the year under consideration. **Please ensure to include a copy of the Sabbatical Application Form and the Sabbatical Report to your Annual Report for the year under review.**

**Name:**

**Department:**

**Period of Sabbatical:**       *(start date)*       *(end date)*

**Details of Sabbatical Activities**

Describe specific activities performed and the corresponding research outcomes from these activities; describe whether objectives and expectations outlined in the original application were achieved, if not provide explanation.

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*Employee Signature Date*