

Report Due: _____

Sabbatical Leave Report Checklist

Name: _____ Semester: _____ Department: _____

- _____ 1. Received in the Dean's Office no later than the end of the first full semester following the leave.
- _____ 2. Chair's letter should accompany the report to the Dean, indicating that the report has been carefully reviewed & the activities undertaken and benefits described are accurately portrayed.
- _____ 3. Statement of accomplishments
- _____ 4. Fully met objectives outlined in sabbatical/leave request.
- _____ 5. Statement of personal & professional benefits accrued to the individual and benefits to SUNY at Buffalo.
- _____ 6. Statement of any additional income received, with a complete itemization of the expenses for which it was used. If there was no additional income, that should be stated outright.
- _____ 7. Copy of sabbatical request should accompany the report.

To be completed by the Dean's Office

Approved by Associate Dean: _____

Final report filed: _____