

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 complete by the Dean's Office***

Approved by Associate Dean: \_\_\_\_\_

Final report filed: \_\_\_\_\_