

COLLEGE OF ARTS & SCIENCES

GUIDELINES FOR PREPARATION OF SABBATICAL LEAVE REPORTS

1. Submission of Activity Report

Item 3.1 of the Administrative Practices requires a forfeiture of salary if the sabbatical report is not filed in a timely fashion. Since we would be reluctant to implement this requirement, we suggest that all applications for sabbatical leaves contain a statement that the faculty member agrees to submit a report to his/her Department Chair on sabbatical activities no later than the end of the first full semester after returning from leave. Faculty members must request a waiver in writing if they cannot comply. Approval to extend the deadline may be granted in writing by the Dean with a copy to the Provost.

2. The report should address the following questions:

- a) What, specifically, was accomplished? A description of both the intensity and breadth of activity should be provided.
- b) Were the objectives outlined in the sabbatical leave proposal fully met?
- c) What personal and professional benefits accrued to the individual and how did the University at Buffalo benefit from the sabbatical leave? How might students be benefited? In what tangible ways might the results of the leave later become apparent (e.g., increased sponsored research funding, new course development, publications, strengthening of teaching skills, etc.)?

3. Reports on sabbatical activities must contain a 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 (additional income is any money or in kind services that you receive above that which you normally receive from the University during the period you are on leave).
4. Reports should relate the actual activities to the sabbatical proposal. A copy of the sabbatical request should accompany the report.
5. Department chairs should forward the report to the Dean, together with a copy of the original leave request and a letter indicating that the report has been carefully reviewed, that the activities undertaken and benefits described are accurately portrayed.
6. The Dean will review all sabbatical leave reports together with the written assessment of the Chair.

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