



FINAL REPORT OF SABBATICAL LEAVE ACTIVITIES

Submit to the department chair and dean within one month following return from sabbatical leave.

This report must arrive at the President's office within three months following the candidates return from sabbatical leave.

Name: _____ Department: _____

Institution: _____ Dates of Leave: _____

Part I: Description of Activities and Accomplishments

A. Proposal abstract:



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B. Describe your accomplishments:

(describe each outcome, how you measured it, and the results of the measure)



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C. Current status of project:

(If an outcome was incomplete, describe why)



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D: Other professional accomplishments during sabbatical leave:



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E. Describe the impact of the leave in terms of personal enrichment:



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F. Describe the ways in which the leave will enhance your contribution to the institution:

[Faculty Member's Signature]

[Date]



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Part II: Chair and Dean Evaluation

Chair / Supervisor Name: _____

Chair Evaluation: Satisfactory Unsatisfactory
 {If *unsatisfactory* please state why below:}

[Chair / Supervisor Signature]

[Date]

Dean's Name: _____

Dean's Evaluation: Satisfactory Unsatisfactory
 {If *unsatisfactory* please state why below:}

[Dean's Signature]

[Date]



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Part III: Fidelity of Report and Filing Location

All appropriate Codes and Policies have been followed and this final report has been filed in the Office of the President. (*NRS 284.345 §2, Board of Regents Handbook: Title 4, Chapter 15 §8.d, CSN Sabbatical Leave Policy: III §E.5*)

President's Name: _____

[President's Signature]

[Date]

NRS 284.345

2. The Board of Regents of the University of Nevada shall adopt regulations for attendance and for leave with or without pay or with reduced pay, sabbatical leave, sick leave, emergency leave, annual leave, terminal leave, military leave and such other leave as the Board of Regents determines to be necessary or desirable for officers and members of the faculty of the Nevada System of Higher Education. Sabbatical leave with pay may not be granted to more than two (2) percent of the teaching personnel of a branch or facility of the System with the rank of instructor or higher in any one (1) year. *No sabbatical leave with pay may be granted unless the person requesting the leave agrees in writing with the branch or facility to return to the branch or facility after the leave for a period not less than that required by the person's most recent contract of employment if the Nevada System of Higher Education desires the person's continued service.*

Board of Regents Handbook Title 4

15. Sabbatical Leave

8. Obligations Upon Taking Sabbatical Leave

- d. A written report concerning sabbatical leave activities shall be submitted to the President, in accordance with procedures established by the President, and to the faculty member's dean or other appropriate supervisor within three months of return from leave.



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CSN Sabbatical Leave Policy

III. Procedure

E. Other Conditions

5. At the conclusion of his/her sabbatical, the faculty member will write a report summarizing the project as described herein. The department chair and dean will evaluate this report and place it in the professor's departmental file for future consultation when he/she applies for subsequent sabbaticals.