

SABBATICAL/DIFFERENCE-IN-PAY-LEAVE REPORT

Faculty unit employees awarded a sabbatical/difference-in-pay leave are to provide verification that the conditions of the leave were met by filing this report no later than **October 15** the academic year following the leave. Having completed a sabbatical/difference-in-pay leave, the faculty employee shall submit this report to the Department Chair/School Director, who will forward the report to the Dean's Office. Final reports will be placed in the faculty employee's official personnel action file. (CBA 27.19; 28.15; University Senate Policy File)

Section A: FACULTY AND LEAVE INFORMATION

Name: _____
Last Name First Name M.I.

Red ID: _____ Rank or Title: _____

College: _____ Department/School: _____

Leave Type: Sabbatical Difference-in-Pay

Leave Term: Fall _____ Spring _____ Academic Year _____ - _____

Section B: SABBATICAL/DIFFERENCE-IN-PAY LEAVE REPORT

Complete all of the following sections. Additional pages may be attached, but are not required.

Brief description of the project/activity:

Brief summary of work/objectives completed:

Brief description of results:

Brief statement of the benefit to the university and students:

Signature _____
Date

Section C: APPROVAL SIGNATURES

Department Chair/School Director (print) _____
Signature _____
Date

Dean of College (print) _____
Signature _____
Date

Section D: AVP - FASS ACKNOWLEDGEMENT

Signature _____
Date

Dean's Office to submit completed form (with signatures) to the Associate Vice President for Faculty Advancement and Student Success via email (facultyadvancement@sdsu.edu).