



# West Chester University of Pennsylvania

## SABBATICAL LEAVE REPORT FORM

Reports are due:	Fall Sabbatical	15-Feb	Chair and Dean
		28-Feb	Provost
	Spring Sabbatical	15-Oct	Chair and Dean
		31-Oct	Provost

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Name	Department	Date
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1. Sabbatical Taken: From: \_\_\_\_\_ To: \_\_\_\_\_

2. Statement of objectives, listing status upon completion of sabbatical:

3. Detailed description of activities related to your specified project while on sabbatical:

4. How do these activities relate to your future work assignments/responsibilities:

5. What was the projected timeline for project? Was the project completed?

6. Tangible products or results of the project/sabbatical leave:

7. Submit one copy of the report to the chair, then dean, then provost. Each should sign the form to verify receipt of the report. Report will be sent to your Personnel file.

a.	_____	_____
	Chairperson	Date
b.	_____	_____
	Dean	Date
c.	_____	_____
	Provost	Date

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