



POST SABBATICAL LEAVE REPORT APPROVAL FORM

Sabbatical Report for: _____ EID: _____

Department: _____

College: _____

Period of Leave: _____ (ex.: Fall 2019; Spring 2020; Full-Year 2019-2020)

Per BSU Policy #4400, please review the report, indicate your acceptance/non-acceptance of the report and forward to the next appropriate person. Thank you for your assistance in this matter.

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable	_____	_____
		Department Chair Signature	Date
<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable	_____	_____
		Dean Signature	Date
<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable	_____	_____
		Provost & Vice President for Academic Affairs Signature	Date

After signing this form, The Provost Office representative will forward the form to the faculty member with the final report. A copy will be retained in Provost Archives.

INSTRUCTIONS FOR SUBMITTING YOUR POST-SABBATICAL LEAVE REPORT

Within one month of the start of classes in the semester of their return to the university, the faculty member must submit a written report of sabbatical activities and accomplishments to their department chair. The report must:

1. State proposed goals and a summary of work completed toward the goals; and
2. Contain information on how the new knowledge will be utilized in continuing his /her institutional responsibilities and any other benefits to the university as a result of the sabbatical leave.
3. The Post Sabbatical Leave Report Approval form must be attached to the front of the written report.

Upon receipt of the approval form and report:

1. the Department Chair will review the report. Acceptance of the report will be acknowledged by signing the approval form. The approval form and report will be forwarded to the Dean.
2. Providing there is concurrence with the Chair's review, the Dean will sign the approval form and will forward the approval form and report to the Provost for review.
3. If accepted, the Provost will sign the approval form and return a signed copy of the final report approval form back to the faculty member. This form will be returned to the faculty member within one month after submission of the report. A copy will be archived in the Provost Office.

Acceptance of the report will be acknowledged by electronically signing the approval form. The approval form and report will be forwarded to the dean. Providing there is concurrence with the department chair's review, the dean will electronically sign the approval form and will forward the approval form and report to the Provost for review. If accepted, the Provost will electronically sign the approval form. The Office of the Provost will maintain a digital record of the approval form and report. The Office of the Provost will notify the faculty member of the outcome of the review within one (1) month after submission of the report.