

IV. Reporting

In accordance with the "Policies" Article XIII, Title E, sec. 5, "upon return the applicant will submit to the chief academic officer a detailed report of professional activities and accomplishments while on sabbatical leave." This report is to be submitted to the department chair not later than the last day of classes of the semester in which the faculty member returns from sabbatical. The chair will forward it to the appropriate dean, who will in turn forward it to the Provost. The chairperson and Dean shall append their comments and evaluations indicating whether the conditions under which the leave was granted have been met. The dean shall provide the faculty member with a copy of the comments at the same time they are submitted to the Provost. Faculty members who dispute the comments and evaluations by the chairperson and Dean may appeal directly to the Provost within 10 days after receiving their copy of the comments and evaluations.

Faculty members returning from leave who do not file this report in the prescribed time period will be ineligible for any financial support for professional development (including campus grants or travel funds) until the report is filed. If, in the judgment of the Provost, the report indicates that the conditions under which the leave was granted were not met, or that the sabbatical activities did not include "planned travel, study, formal education, research, writing, or other experience of professional value," the Provost may determine, after consultation with the dean and chair, that the faculty member should be ineligible for future sabbaticals or professional development funds.

On an annual basis, the Provost will compile a complete list of the professional activities and attainments of faculty members on leave during the relevant time period. This list will be widely distributed and available to the public.

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