



## **Sabbatical Leave Report and Seminar**

Upon return from the sabbatical leave, faculty members must submit a written summary report on the sabbatical activities to the chair of the department, the dean of the college, and the Vice Provost. Additionally, the faculty member must present a public seminar on the results of the sabbatical project, open to Towson University faculty and students. **The written report and public seminar must be completed within the academic year in which the faculty member returns from sabbatical leave.** Example timeframes for deadlines are as follows:

<b>Return</b>	<b>Report/Seminar Completion Deadlines</b>
Fall 2018	May 2019
Spring 2019	May 2019
Fall 2019	May 2020
Spring 2020	May 2020

Time in service counted toward the eligibility for subsequent sabbatical leave periods will not begin until the academic year in which the sabbatical leave report and seminar obligations are fulfilled. Additionally, faculty members who fail to submit a written report and/or present a public seminar will not be eligible for other University-funded financial support (e.g., travel funding, internal grants, funding for a graduate assistant) until the report and seminar obligations are fulfilled.

The college dean is responsible for monitoring and enforcing restrictions on University-funded financial support for faculty members who do not comply with report/seminar completion deadlines.

### **Sabbatical Leave Report**

The sabbatical report must be between 3-5 pages in length and include answers to the following questions, which reflect those asked in Part II of the Sabbatical Leave Application:

Explain in detail the nature of your sabbatical project, including intended and actual outcomes.

Describe in detail how you used the sabbatical leave time.

Describe how your sabbatical leave activities contribute to knowledge in your discipline or area.

Describe the value of your sabbatical leave activities to your ongoing development as a university professor.

Describe the relationship between your sabbatical project and the mission and strategic plans of the department, college, and the university. Include details related to the support of student success and undergraduate/graduate student research when appropriate.

**\* Sabbatical reports that do not adhere to these guidelines will not be accepted. The sabbatical leave report requirement will remain unmet until a report including answers to the questions above is submitted.**

### **Sabbatical Seminar**

Public presentation of the sabbatical seminar must be verified in one of the following ways, via e-mail or hard copy to the Vice Provost:

Submission of a copy of a department, college or university research event agenda or program, where the faculty member name, topic of presentation, and date is listed

Submission of a copy of a sabbatical presentation announcement posted to T<sup>3</sup> college or department

Submission of documentation otherwise confirming the details of the public sabbatical seminar by the