

**UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
SABBATICAL LEAVE REPORT SUBMISSION COVER SHEET**

The Sabbatical Leave Policy states:

"Upon returning from sabbatical leave, the faculty member must submit a written report, **in triplicate**, on his or her study and travel during the leave. Submission should be made through the normal channels (executive officer, dean/director, Provost). In addition to describing activities undertaken during the leave, the report should address how the sabbatical leave enhanced the individual's value to the University and how it improved the applicant's capabilities for carrying out the objectives of the unit and the University."

Sabbatical leave reports are due to the unit executive officer within 60 days after the start of the next academic term following the return from the sabbatical leave.

TO BE COMPLETED BY FACULTY MEMBER

Name: _____	Phone: _____
Dept./Unit: _____	Address: _____
Leave Taken(year, semester): _____	
<i>This sabbatical leave of absence was taken in accordance with the policies and guidelines stated in communication No. 19 of the Provost's Communications.</i>	
Faculty Signature: _____	Date: _____

REPORT TRANSMITTED VIA:

Department/Unit Head	Date	Dean/Director	Date
Provost	Date		

Please attach your sabbatical leave report in triplicate to this transmittal cover sheet.

FOR OFFICE USE ONLY:	
Received by the Office of Academic Human Resources: _____	
Acknowledgement Sent: _____	