**Sabbatical Report Template**

General guidance: The report should not be long; one to two pages is sufficient. No additional documentation is necessary. Describe all accomplishments relevant to your approved sabbatical plan during the sabbatical period.

**Sabbatical Report for (Faculty first and last name, title)**

**Department/unit:**

**College or School:**

**Start date and end date of sabbatical:**

For the main body of the report, an expeditious approach is to copy the plans described in your sabbatical application, and in a different color, report the outcome of each planned activity (e.g., “Done, accepted for publication in *The Journal of Irreproducible Results*.”). Add further material to describe accomplishments you had not planned prior to the sabbatical. Or you may simply describe the projects you worked on and the outcomes of those projects.

Send your completed report to the vice provost for academic affairs (vpaa@uoregon.edu), your dean, and your department/unit head. Keep the report in your files, as you will need to submit it with your next sabbatical application.