

# SABBATICAL LEAVE FINAL REPORT

For complete guidelines and procedures, refer to the Faculty Senate's website at: <http://www.tmcc.edu/faculty-senate/policies-and-procedures/faculty-senate-sabbatical-leave/>

**Instructions:** This form is to be submitted to the President along with the final written report and any accompanying documents. A copy of this form will be forwarded back to the sabbatical recipient once it is signed by the President.

**Merit Pay:** If a person on a sabbatical leave would like to be considered eligible for merit pay, their "Sabbatical Leave Final Report" form (i.e., their evaluation of their project) and any other supporting documents, must be submitted to their dean no later than May 1 of the academic year in which they took a sabbatical. If this is not done, the person on a sabbatical leave will not be eligible for a merit award on July 1 of that year.

**Final Report/Presentation:** A written report of sabbatical leave activities shall be submitted to TMCC's President within three months of return from leave (*BOR Handbook, Title 4, Chapter 3, Section 11.8d*) with a copy to the department chair/director, the Faculty Senate Office and to TMCC Library Director for the archives. A presentation or forum of the report is preferred. If you choose to do a presentation you need to coordinate it with both TMCC's President and the Vice President of Academic Affairs. Photographs or drawings may be used in the final presentation/forum/written report if needed.

The final report should include the following elements:

- Description of project.
- Intended outcomes.
- Changes made during the project.
- Research methods, if applicable.
- Achieved outcomes.
- Current status of project.
- How the completed work will enhance the faculty member's professional growth.
- How the completed work will directly benefit the TMCC community.
- Other professional accomplishments during the sabbatical.

Last Name		First Name		Middle Initial
Institution	Department		Dates of Leave	
Current Status of Project <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete				
<i>All appropriate NSHE Code and Bylaws have been followed, and a final report is on file in the TMCC President's Office and the Faculty Senate Office.</i>				
<b>To be completed by the Dean in conformance with the employee's final annual evaluation:</b>				
<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Commendable 1 <input type="checkbox"/> Commendable 2 <input type="checkbox"/> Excellent 1 <input type="checkbox"/> Excellent 2				
Faculty Member's Signature		Title		Date
Dean's Signature		Title		Date
President's Signature		Title		Date