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**30-Day Post-Sabbatical Leave Report**

**(Revised 8/2016)**

Please submit your post sabbatical report electronically to [provost@niu.edu](mailto:provost@niu.edu) with the subject heading “<yourlastname> 30-day sabbatical report” and copy your department/school chair/director and college dean/division head within 30 days of your return to regular duties. There is no page or word count limit for items 1 through 5, but please list the specific outcomes in the requested format.

**Name**:

**Employee ID:**

**Department/School:**

**Classification:** \_\_SPS \_\_Faculty

**Semester/Year or Dates of Sabbatical:**

**Title of the Sabbatical Project**:

*Please expand the space below each item as necessary to type the required information*

**1. Scholarly purpose** **for which your sabbatical leave was granted** (Briefly restate the scholarly purpose/objective of your leave as listed on your sabbatical leave application)

**2. Overview of your sabbatical project** (Describe your sabbatical project activities)

**3. Accomplishments during your sabbatical leave** (Describe what was accomplished during your sabbatical leave, if the activities were conducted as planned, or explain otherwise)

**4. Specific Outcomes from your sabbatical leave** (Completed, in process or planned. Please use the format provided on the next page for listing information on any of the items below)

1. Publications
   1. Journal Articles
   2. Books
   3. Book Chapters
   4. Conference Proceedings
   5. Exhibition Catalogs
   6. Public Media
   7. Reports
2. Presentations
3. Grants
4. Awards and Honors
5. Outreach
6. Curricular Developments
7. Works of Art and Artistic Work
   1. Performances
   2. Exhibits
8. Other Significant Contributions (for categories not covered (e.g., software, patent, etc.))

**5. Describe briefly how your sabbatical experience will contribute to the achievement of your personal and professional goals highlighting the value of sabbatical leaves.**

**Format for Documenting Specific Outcomes**

Please use the following format for documenting specific outcomes so that it is easy to compile the information consistently from all sabbatical leave reports and prepare a summary for auditing and reporting purposes. A similar format will also be used for the sabbatical outcomes report submitted by sabbatical leave recipients two years after their sabbatical leaves.

1. Publications

* 1. Journal Articles

**Author, A. A.**, Author, B. B., & Author, C. C. (Year). Title of article. Title of Periodical, volume number (issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

* 1. Books

**Author, M. E.** (Year of publication). Title of work: Capital letter also for subtitle. City, ST: Publisher.

* 1. Book Chapters

**Author, M. E.**, & Author, A. A. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), Title of book (xth ed., Vol.x, pp. ). City, ST: Publisher.

* 1. Conference Proceedings

Author, A. A., & **Author, M. E.** (Year). Title of paper. In A. A. Editor, B. B. Editor, & C. C. Editor (Eds.), *Title of Published Proceedings*.Paper presented at the Title of Conference: Subtitle of Conference, City, ST (pp. ). City, ST: Publisher.

* 1. Exhibition Catalogs

**Author, M. E.**, & Author, A. A. (Year). In A. A. Editor, & B. B. Editor (Eds.), *Title of exhibition catalog*. Exhibition catalog (pp. ). Museum Name and Institution, City, ST.

* 1. Public Media

Author, A. A., & **Author, M. E.** (Year, Month Day). Title of work [Type of Media]. Title of Newspaper/Broadcast. Location/Retrieved from.

* 1. Reports

**Author, M. E.**, & Author, A. A. (Year). *Title of report*. City, ST: Organization.

2. Presentations

**Presenter, M. E.** (Year, Month). Title of presentation. Paper presented at Name of Conference, City, ST.

3. Grants

Recipient, A. A., **Recipient, M. E.**, & Recipient, B. B. (Year). Title of grant. Sponsored by Sponsor Name. **Applied for $. Awarded $.** For grants that are not awarded, end the citation with one of the following: Submitted and under review. - OR - Not funded.

4. Awards and Honors

**Honoree, M. E.** (Year, Month). Recipient of Name of Award, City, ST.

5. Outreach

**Outreacher, M. E.** (Year, Month). Briefly describe activity. Name of Organization, City, ST.

6. Curricular Developments

**Developer, M. E.** (Year, Semester). Course Number, Course Title. **Average of # students per course per year**. Briefly describe in one sentence curricular change (e.g., new course, course redesign).

7. Works of Art and Artistic Work

* 1. Performances

**Performer, M. E.** (Year, Month). Title of performance. Name of Institution or Conference. City, ST.

* 1. Exhibits

**Exhibitor, M. E.** (Year, Month). Title of exhibit. Name of Museum or University displayed. City, ST.

8. Other Significant Contributions (for categories not covered (e.g., software, patent, etc.))

**Contributor, M. E.** (Year). Title [type of contribution]. City, ST: Publisher.

9. Works in Progress (Do not include works that are in progress and not yet submitted)

**Author, M. E.**, & Author, A. A. *Title of work*. Manuscript submitted for publication.