



PROFESSORIAL RESEARCH AND STUDY LEAVE REPORT FORM

Please complete this form upon completion of your research/study leave and return to the [Chair's Office](#).

Final reports are due two (2) months after the end date of the leave:

Leave Ending: June 30

Report Due: August 31

Leave Ending: December 31

Report Due: February 28

If you need additional space for any section, please use the second page.

Reports are kept on file for future reference.

NAME: _____

RANK: _____

FTE: _____

PERIOD OF LEAVE FROM: _____ To: _____

1. Please detail the research activities conducted during your leave:

2. List any publications produced during your leave:

3. Did you participate in any conferences/lectures/seminars? If so, please list them:

4. Please list any other relevant accomplishments and/or activities:

Faculty Member's Signature

Date

