**New Mexico Institute of Mining and Technology**

**Sabbatical Leave Report – Faculty**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Sabbatical Leave (indicate sabbatical semester(s)): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Sabbatical Leave Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For individuals completing this report:

* This report will be reviewed by various groups (e.g., VPAA, academic deans, sabbatical committee), particularly when reviewing future sabbatical requests submitted by the individual.
* At minimum, the sabbatical report will be evaluated considering the following criteria:
1. Whether the report is complete and explicitly addresses each of the required elements (see below) and
2. Whether the sabbatical leave met its objectives, as outlined in the proposal or, if applicable, as revised.

In order to complete the sabbatical leave report, use this form as a cover sheet for your sabbatical leave report. In your report, please address each of the following:

* 1. Briefly summarize the key activities undertaken.
	2. Identify what was accomplished during the leave, particularly with reference to goals articulated in your proposal. Please list specific outcomes such as publications, presentations, grant proposals submitted/funded, etc. For major accomplishments, you may add brief commentary to provide context for their significance.
	3. Briefly (e.g., paragraph or two) explain how the sabbatical has contributed to your own professional development, to the academic program(s) in which you teach, and to the Institute.

Submit this cover sheet and the above materials to the Office of Academic Affairs (or electronically to vpaa@nmt.edu) within 1 year following completion of the sabbatical.