



## **Guidance for Report on Activities after a Faculty Development Leave**

*Instructions from the application for a Faculty Development Leave: Within 90 days of the completion of a leave, a report must be filed with the individual's Department, College or School, and the Office of Faculty Affairs describing the professional activities accomplished during the leave and outlining future plans (publications, creative activities, grant applications, curricular innovations, etc.) deriving from leave activities.*

*Toward the end of your award period, you will receive instructions about how to submit your report to the Office of Faculty Affairs. Please submit your report to your Academic Unit separately.*

Unless instructed otherwise by your College/School or Department, this report should be no longer than one page (single-spaced) and address the following questions:

- What professional activities did you accomplish while you were on leave?
- What are the outcomes of the work you completed while on leave?
- What are your future plans that have grown from the professional activities that you accomplished while on leave?

Please address any publications, grant applications, curricular innovations, or other outcomes.

*Please contact the Associate Director of Faculty Affairs in the Office of Faculty Affairs if you have any questions. Please do not email the Faculty-Admin email address.*