



**Dean's Office**  
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## Report on Sabbatical Leave Instructions

To be completed by the faculty member no later than three months from the end of the sabbatical and emailed to [casshdeansoffice@uwlax.edu](mailto:casshdeansoffice@uwlax.edu)

### Cover Page Includes:

- Date of submission to Dean's office
- Faculty Name
- Department Name
- Sabbatical Start and End Date
- Title of Project

### Project Narrative (1-3 pages) Includes:

- Brief description of the nature of your sabbatical activities
- Evidence of completing the plans/courses/activities as proposed by you and reviewed by the sabbatical committee
  - Describe and provide a rational for any significant deviations from the proposed activities as described in your application for sabbatical
- Brief description of the value of your sabbatical leave activities to your professional growth
  - Specifically, describe how your sabbatical will contribute to department, college, university and or individual growth in terms of teaching, scholarship, and/or service.
- Briefly describe scholarly outcomes (book, published article, exhibitions, etc.) of the sabbatical and the associated publication or presentation venues/timelines.