

**Report 2 on sabbatical leave: outputs and outcomes**

**To be submitted 12 months after the end of the period of leave**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1 – sabbatical report** | | | | |
| 1. Surname |  | 2. First name |  | |
| 3. Department |  | 4. Dates of sabbatical leave | |  |
| 5. Six month leave? | YES / NO (delete as appropriate) | 6. Twelve month leave? | | YES / NO (delete as appropriate) |
| 7. Publications attributable to the sabbatical –***see guidance notes on next page on what to include***  ***PLEASE NOTE:***  *Indicate the status of* ***each publication*** *by noting whether it has been****:***   * ***Published*** * ***Accepted*** * ***Submitted*** * ***In preparation*** | ***7.a*** *Journal articles* (please include name of article, all authors, journal, page numbers, publisher, volume, publication date and DOI) | | | |
| ***7.b*** *Chapters in books* (name of chapter, name of book, author(s), page numbers, publisher, publication date and DOI) | | | |
| ***7.c*** *Monographs* (author(s), publication date, publisher, DOI) | | | |
| ***7.d*** *Edited books / journals* (please include name, editor(s), authors, journal, page numbers, publisher, volume, publication date and DOI, as appropriate) | | | |
| ***7.e*** *Conference papers* (include name and date of conference and the organising body) | | | |
| ***7.f*** *Policy Briefs* (if applicable) | | | |
| 8. Grant applications made as a result of/during sabbatical leave –**see notes on what to include**  **Please** indicate the status of **each application**:   * **successful** * **submitted** * **rejected**   and whether Bath was the **lead applicant** |  | | | |
| 9. Patents or licences (include only ones submitted) |  | | | |
| 10. Non-academic impact and engagement  (for example, meetings, networks, workshops, contributions and impact on policy debates and decision-making) |  | | | |
| 11. Any other outputs and outcomes not detailed above or in the 2 month report (please explain benefit to the department, the university and if applicable, the Institute) |  | | | |
| Signature of applicant:  Date:  *(An electronic signature or your name typed is sufficient)* | | | | |
| **Section 2 – Head of Department review** | | | | |
| *For Head of Department/Group to Complete:* | | | | |
| *Review of 12 month report:* | | | | |
| *Is the quality of outputs at 3 / 4\* standard: YES / NO* | | | | |
| *Signature of Head of Department:*  *Date:*  *(An electronic signature or your name typed is sufficient)* | | | | |
| ***Section 3 – Dean’s/ Institute Director’s comments*** | | | | |
| *For the Dean/Institute Director to complete* | | | | |
| *Comments for the attention of the Sabbatical Committee:* | | | | |
| *Signature of the Dean/Institute Director:*  *Date:*  *(An electronic signature or your name typed is sufficient)* | | | | |

**Guidance notes**

**Section 1**

You should list all outputs and outcomes directly attributable to the period of sabbatical leave. Please note the outputs should match the original objectives as far as possible with an explanation attached if this is not the case.

**Outputs**

**7.a – e: Only** peer reviewed outputs (for journal papers, chapters and books) should be included. For each item, please include the **status of the output** (published, accepted, submitted or in preparation). For conference papers, only peer reviewed papers presented at **international conferences** that have already taken place should be included.

**8.** Please indicate the status of each grant application (successful/submitted but results not yet known/rejected). Grant applications still in preparation should not be included. Please indicate also whether Bath was the main applicant.

**11.** Include here any outputs not listed above such as non-traditional outputs and any outcomes additional to those reported previously in the 2 month report. Please provide sufficient details for the Committee to be able to assess the status of the outputs.

**PLEASE NOTE: After you have completed section 1, please sign (or add your electronic signature to) the report and pass it to *the Executive Officer (Research) (via Sue Eglinton on*** [***s.m.eglinton@bath.ac.uk***](mailto:s.m.eglinton@bath.ac.uk)***) in the Vice-Chancellor’s Office*. She will send the report to your Head of School after noting its receipt.**

**Section 2**

The Head of Department should review the report against the original aims of the application (a copy of the application form is available from Emma Perry at the VC’s Office, if required).

**PLEASE NOTE: After you have completed section 2, please sign (or add your electronic signature to) the report and pass it to *the Executive Officer (Research) (via Sue Eglinton on*** [***s.m.eglinton@bath.ac.uk***](mailto:s.m.eglinton@bath.ac.uk)***) in the Vice-Chancellor’s Office*. She will send the report to the Dean/Institute Director after noting its receipt.**

**Section 3**

The Dean/Institute Director is asked to provide comments as appropriate to the Sabbatical Committee on the above two sections to enable the Committee to assess final report.

**PLEASE NOTE: After you have completed section 3, please sign (or add your electronic signature to) the report and pass it to *the Executive Officer (Research) (via Sue Eglinton on*** [***s.m.eglinton@bath.ac.uk***](mailto:s.m.eglinton@bath.ac.uk)***) in the Vice-Chancellor’s Office* who will bring it to the next meeting of the Sabbatical Committee.** **If applicable, a copy will also be passed to the Institute Coordinator.**