**REPORT ON PROFESIONAL IMPROVEMENT LEAVE**

**(Form B)**

***The completed report is due on July 31st and needs to be sent to your Campus President and to the Vice President, Access, Learning and Success and Workforce Partnerships***

Name:       Date:       Ext:

Department/Discipline:       Academic Year:

**Statement of Accomplishment:** *This statement indicates whether or not the planned objectives have been met and when and where evidence of them may be observed. For example: the research study on student performance in different learning settings has been completed and a copy will be on file in the English Department by July 31.*

**Statement of Benefit to the College:** *This statement refers to some observable change in the College which resulted from the leave. Some examples are: the withdrawal rate from classes I teach will decrease from 40 percent to less than 20 percent, the course syllabus for my course will be revised by August 15.*

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Faculty Signature Date

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Campus President Signature Date