



GUIDELINES FOR REPORTING ON ACTIVITIES OF SABBATICAL LEAVE

In order to establish a complete and accurate record of sabbatical leave activities, each faculty member awarded a sabbatical leave is expected to submit a written report to his/her Chair and Dean or Director within 60 days after returning to the campus.

Report Content

1. The report should be able to “stand alone” in summarizing the important benefits and activities of the sabbatical leave. For example, it is not enough to say that the plan or objectives set forth in the original proposal were met.
2. Detail on changes or revisions that occurred during the leave are to be included.
3. The report should demonstrate and communicate the value of a sabbatical leave experience to the institution and to the individual.

Procedure

1. A copy of the report should be sent to the faculty member’s department Chair and Dean within 60 days of completion of the leave.
2. The report will then be forwarded to the Provost’s Office by the Dean.
3. A copy of the Report will become part of the faculty member’s academic record file maintained in the Dean’s Office.
4. If a late sabbatical report is submitted, the faculty member’s accumulation of years towards a future sabbatical shall begin with the semester following the date when the report is submitted.
5. Sabbatical reports will be considered as part of the record in subsequent sabbatical applications.