

APPENDIX D-3: SABBATICAL LEAVE REPORT INSTRUCTIONS

The instructions which follow are intended to assist you in completing your sabbatical leave report. Each *item* is required, but these are guidelines, not mandates.

1. **Complete the Sabbatical Leave Report Cover Sheet [Appendix S(d)]:** Complete all the fields at the top including your signature verifying that you completed the sabbatical leave according to your application or according to any approved Amendments.
2. **Summary:** Write a one-page summary for presentation to the Board of Trustees. The summary should provide a brief overview of what your project entailed, how you went about completing the project, and how the sabbatical leave has benefited your students, department, college, and/or district. Often, it is easier to prepare the full report on leave activities first, and then summarize the essential points.
3. **Report on Leave Activities:** This represents the bulk of your sabbatical leave report. In the report, you should address the objectives of your sabbatical leave application and any approved amendments, describing the process you followed, what you learned, new skills you obtained, and new experiences. Whenever possible, describe how components and experiences of your sabbatical will provide continuing benefit to you, your students, your department, your college, and/or your district. It is also important to note what did *not* go according to plan. There may have been expectations that you professed in the application that did not work out as you had planned. This too is part of the Sabbatical experience and should be described in this report.

Your audience for this report is your vice president, president, chancellor, colleagues, and immediate supervisor. The report may be used during your next evaluation and will also be placed in your college's library for use by other faculty members in preparing their own applications and reports. While it is important to be thorough, it is not necessary to be exhaustive. The length of the report depends on the type and length of the sabbatical and the particular activities pursued by the faculty member.

4. **Evidence of Completion:** The purpose of the evidence of completion section is to provide objective verification that you completed your sabbatical leave as approved or as amended. You should address the evidence of completion you proposed in your sabbatical leave application and any approved amendments. Whenever possible, you should provide the exact evidence that you proposed in your application, noting that direct correspondence. However, you may find that the evidence you obtained is of a different nature than what you expected. Yet this alternate evidence may demonstrate the completion of a given component of your leave just as effectively as your original proposal. In these cases, you should explain the variation from your original proposal or its approved amendments.

Many faculty members have included such items as plane tickets and photographs of the places they visited, artwork they created, letters of support from those they came

in contact with during their leave, or other items demonstrating that the leave went according to plan.

5. **Copy of Application:** You must include your approved sabbatical leave application, in its entirety, as an attachment to the report. Other faculty members preparing their own applications will be able to use your final report as a complete document from application to final approval. You may include the original or a duplicate copy, but either must include all the appropriate signatures on the Sabbatical Leave Application Cover Sheet.
6. **Copy of Written Rationale and President's Approval for Amendments:** If you sought and were granted any amendments to your original proposal per Article 9.19, the written rationale that you presented to the president, including your proposed evidence of completion, and the president's written approval must be included as appendices to this report.
7. **Due Date:** The sabbatical leave report must be submitted to the chairperson of the Sabbatical Leave Committee no more than 45 calendar days after the beginning of the semester immediately following such leave. Missing the deadline for submission of this report will delay your eligibility for your next sabbatical. (See Sections 9.22.3-4)