

REQUIRED FORMAT
REPORT FOLLOWING SABBATICAL

Name _____

Campus/Department _____

Period of Sabbatical _____

Attach the Statement of Purpose as approved by the Sabbatical Review Committee.

A. Narrative on Activity and Findings

Describe your activity in detail and attach supporting documents of outcomes – e.g. transcript, manuscript outline and/or chapter, course proposal, research/project report, survey responses. Your statement should include the substance of what you can share that would be of value to your colleagues.

B. Professional Benefit to Applicant

Discuss how the activity made you a better teacher or other professional or scholar.

C. Benefit to College

Discuss the impact your sabbatical activity will have on carrying out your professional responsibilities e.g. to teaching; to student learning; to programs, courses or curriculum development; to retraining; or to an institution specific project.

Note: The report should be submitted to the Sabbatical Review Committee (c/o Vice President for Academic Affairs) within eight weeks of your return. You should be aware that your report may be subject to public inspection and may be shared with the Board of Trustees and your colleagues. Upon review and acceptance by the Sabbatical Review Committee and your dean, the report will be forwarded to the President.