

SABBATICAL LEAVE REPORT GUIDELINES

The purpose of this Sabbatical Leave Report is to demonstrate the achievement of the goals proposed in your application. This report represents the tangible outcome illustrating that there was direct benefit to students, the college and to the individual's professional growth.

In your report, please explain how your sabbatical leave met the criteria described in the sabbatical leave application form and in the collective bargaining agreement between the District and the Faculty Association. If you were on a travel sabbatical, specifically explain how this travel contributed to the improvement of services with respect to the particular educational field in which you are engaged. If you were on a research leave sabbatical, specifically explain the benefit this research is to your teaching, students, and/or the college and how it will broaden your understanding/ experience in the field related to the current assignment.

As you write, assume the report is being read by persons who have not been immersed in the project as you have and ask yourself how the report would be useful to another colleague interested in a similar sabbatical leave or applying your results for their own professional growth.

It is important that the report follow the prescribed format and be as clear, thorough, and informative as possible.

Report Format:

1. The report shall be typed on 8 1/2 x 11 paper.
2. Use a thesis format according to your individual discipline's style manual (e.g., APA, MLA).
3. Proofread your document carefully. This is a professional document requiring proper English usage, grammar, spelling and punctuation.
4. The report shall be properly footnoted according to your individual discipline's style manual (e.g., APA, MLA), if applicable.
5. Pages shall be numbered consecutively.
6. All appendices should be referenced by page throughout the body of the report.
7. The Sabbatical leave report should be put together with the following items in the order listed:
 - a. Title page
 - b. Table of contents including headings, listings, data, plates or illustration, maps, charts, etc.
 - c. Copy of the sabbatical leave application proposal and supporting documents

- d. Statement of purpose (begin pagination here)
- e. Body of report. Proofread this portion carefully, clearly describe sabbatical, activities, objective(s) and how they were met, references to appropriate evidence located in the appendix.
- f. Conclusions (summary of the project including a statement of benefit to students, the college and to the individual's professional growth)
- g. Separate page for the appendix table of contents. Pagination should be continuous with report. In short, do not re-paginate the appendix.
- h. Appendix (e.g, index, bibliography and other items).

Once your report has been delivered to the Human Resources Office, it will be forwarded to the Dean of Instruction and filed in the library archives.