

Sabbatical Reporting Policy January, 2008

All faculty members receiving paid sabbatical leave will be required to submit a report no later than one month after the start of the next term. In addition, all faculty receiving paid sabbatical will be required to make a public presentation of their sabbatical work to their colleagues at a time and place determined by the academic dean.

Sabbatical Report

The Sabbatical Leave Final Report should be 3-5 pages in length and describe the original project and provide the reader with a clear picture of what was accomplished during the sabbatical leave. It should be a reflective document that includes what went as expected and also what might have happened that was unexpected. The report should include a 100-word summary that will be distributed to the faculty, board of trustees and others.

In addition to the Sabbatical Leave Final Report itself, the faculty member should also at the same time submit a copy of the original leave proposal, a summary budget if appropriate, and a copy of the product of the leave (journal article, photos of artwork, manuscripts, etc.) if available.

All documents should be submitted to the Faculty Development Office no later than one month after the start of the next term. Copies of final reports and documents will be kept on file in the faculty member's personnel file in the academic dean's office.

Sabbatical Presentations

Faculty will be expected to provide a brief presentation of their sabbatical work to their colleagues at a time and place determined by the academic dean. These may vary from year to year. In some years, faculty may be asked to provide brief reports at faculty meetings. At other times, an evening presentation may be arranged. Information about the length, time and place of the sabbatical presentations will be available on a year by year basis. In addition to the presentations to the wider community, faculty members returning from sabbatical are also encouraged to work with their department and division to share what they have learned by way of more in-depth presentations to department colleagues, students, etc.