

General Guidelines for the Written Sabbatical Report

March 2016

1. Summarize the goals from the initial sabbatical proposal.
2. Summarize the completed outcomes of the sabbatical leave and provide evidence that demonstrates you have made progress on completing your goals (include copies of draft manuscripts, programs, syllabi, instructional materials, etc.).
3. If some of the work on the sabbatical leave departed from the initial proposal, explain why and how this happened and what adjustments or substitutions were made to replace the original goals.
4. Discuss any goals or outcomes that have yet to be finished and provide a timeline for the completion of those projects.

Note: This report is not a document of what was learned on the sabbatical leave, but rather what goals and outcomes were accomplished, or have yet to be completed. Two to four pages, standard Word format, should suffice.