

Guidelines for Writing Sabbatical Reports:

The *Faculty Handbook* (p. 26) notes “Faculty members on leaves of any kind shall submit a written report on their activities to the president on completion of the leave.” This is the basis for requiring reports on sabbaticals.

Faculty members’ sabbatical reports should be submitted to the President, the Provost and to the faculty member’s chair and dean.

Sabbatical reports should be complete but need not be long. The sabbatical report should include:

- A brief summary of the activities and projects in the sabbatical proposal
- An account of progress made on each of the sabbatical activities and projects, to include complete bibliographic reference on any written or otherwise published products, e.g., articles, recordings, web pages, etc.
- An explanation of how the faculty member’s sabbatical activities and projects have/are contributing to their teaching, scholarship, and university citizenship as they return to their responsibilities
- Other information the faculty member deems relevant to a professional report on the sabbatical year