

Guidelines for Writing Sabbatical Reports

Per the Faculty Handbook, “Faculty members on leaves of any kind shall submit a written report on their activities to the president on completion of the leave. The activities report is due within **one month of return from leave.**” (Section IV, Part X, Section 4, E.1)

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

- A brief (250 word maximum) abstract¹.
- A summary of sabbatical activities. These activities should align with the final sabbatical proposal.
- An account of progress made on each sabbatical project, including citations for any published products.
- An explanation of how the faculty member’s sabbatical activities and projects will contribute 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 leave.

Sabbatical reports should be submitted electronically to provost@plu.edu and president@plu.edu, with copy to chair and college dean. Faculty should retain copies of their sabbatical reports for their records and for inclusion in formal reviews.

¹ Sabbatical abstracts are included in the Provost’s written report to the Board of Regents. Please write the abstract with this audience in mind. Your abstract must adhere to the requested word count to be included in the report to the Board.