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| **SABBATICAL REPORT – DETAILED FORMAT OUTLINE** |
| One inch margin on all sides | 12 pt Times New Roman font |
| Document heading is centered and bold | Section titles are bold |
| Flush left style for sections | Single spacing for text |
| Double space between sections | One space between paragraphs |

# *\*\*Please note the final submitted proposal should have all italicized text removed as well as the text box above\*\**

# Sabbatical Leave Report *(Document Heading)*

**A. Applicant** *(Section Title; Titles and information in this section are double-spaced)*

## Name:

Department:

Type of Leave: *[Indicate: Formal Coursework, Independent Study, Project]*

Leave Dates: *[Indicate Semester(s) and Year(s)]*

**B. Purpose of Leave**

*Briefly summarize the purpose and overall outcome of your sabbatical leave as stated in your proposal. Use the same language as in your approved proposal. They should match.*

**C. Objectives**

Look back at your original proposal, and then using a numerical outline format that **matches your proposa**l, provide a list of objectives indicating whether they were completed or not. Use the same objectives as in your proposal. The report should match what you originally proposed. Change the verb tenses.

### D. Narrative

Focus on your major activities related to each objective in sequential order. Do not simply tell the story of how you spent your sabbatical leave.

*Briefly specify how you fulfilled each objective, in the order listed in “C. Objectives,” clearly stating the strategies or methodologies used. If objectives identified in the proposal were* ***not*** *achieved or completed, indicate why, and what was the net result of the difference. Note any minor adjustments with an explanation. Major changes require prior committee approval through a revised proposal as stated in Article 25. If leave involved travel, speak to variations in location(s), itinerary, or timelines and how this affected the outcomes of the leave. If your objectives involved formal study, indicate whether you successfully completed the course(s) as proposed, and your assessment of that learning experience.* ***(Maximum 4 pages in length.)***

**E. Evaluation Summary** *[Type each of the questions below and answer each with supporting details.]*

1. How did this sabbatical leave enhance my work performance at the college? *The expected outcome is the impact on your teaching of the courses.*
2. How did this sabbatical leave benefit students in my discipline? *The expected outcome is the impact you might make on the students within your discipline.*
3. How did this sabbatical leave benefit my department? *The expected outcome is the impact you might make on the students and colleagues within your department/cluster.*
4. How did this sabbatical leave address the SRJC Strategic Plan and/or your department’s

#### educational plan?

#### F. Abstract for Board Report Summary

*Encapsulate the results of your sabbatical leave in a paragraph of* ***three to five sentences****, which summarize the purpose and objectives of your leave. Use your name and write in the third person. (Jane Smith prepared…)*

#### G. Appendices

#### P*lease maintain an appendix of significant items referenced in the report and other supporting materials so that this information may be shared upon request. Include a list of these items under “G. Appendices” in your report. Submit actual documents separately.*

This should include:

* Additional narrative.
* New or revised course work descriptions and syllabi and/or course outlines.
* Outline and/or copies of workshop or conference presentations.
* Workbook, manual or other created materials.
* Index and/or list of completed files, binders, collections, etc.