

## Required Format

1. Typewritten
2. Name, rank, division of faculty
3. Inclusive dates of leave
4. One page abstract precedes full report
5. What was the purpose of leave?
6. What activities were completed to accomplish the purpose of the leave?  
(Include sample instruments where applicable.)
7. Method of evaluation
  - a. Description of evaluation criteria
  - b. Documentation included: i.e. bibliography; tables; survey summaries; course work.  
(Information included here should support the leave activities.)
  - c. Was there anything originally proposed but not completed or accomplished? Explain.
8. Value of this leave for you.
9. Value of this leave for the College.
10. Other:

## **Submitting the Report**

1. The report is to be submitted directly to the Human Resources Department, which will forward it to the Sabbatical Leave Committee.
2. The report is to be submitted within thirty (30) days of the end of the sabbatical leave.
3. A copy of each sabbatical leave request, report and abstract will be placed in the Center for Teaching Excellence.