SABBATICAL LEAVE - GUIDELINES FOR PREPARING THE SABBATICAL LEAVE REPORTS

The following suggestions are made to assist certificated personnel in preparing sabbatical leave reports to facilitate acceptance by the Governing Board. These guidelines were prepared by the Sabbatical Leave Committee who review and recommend all sabbatical leave reports.

In preparing the sabbatical leave report:

1. Remember that the report is a comprehensive and concise account of the sabbatical activity(ies).

2. While on leave, collect pertinent materials (brochures, pamphlets, photographs, slides, etc.) and affix selected examples to your sabbatical report, where applicable.

3. While on leave, it is advisable to maintain a personal journal of sabbatical activities which will assist you in writing your report.

4. Consider discussing your report with colleagues who have completed recent sabbaticals and with members of the Sabbatical Leave Committee.

5. The report should include a clear description of research design and method(s) of investigation, if applicable.

6. The report shall include verification of units completed (transcripts or letter of completion by instructor, if applicable).

7. Conclusions reached should be clearly substantiated by citing appropriate research or other sources of data.

8. A clear distinction should be made between personal opinion, empirical results and results based upon true research of systems, theories, and data, etc.

9. The travel report, in particular, should have some specific form of scholarly approach with attention to detail, purpose and conclusion.

10. The unit member reporter should maintain a complete copy of the sabbatical report in his/ her personal file.
11. The unit member reporter must submit a complete copy of the report to the Faculty Senate, no later than Friday of the fourth week of instruction following return to regular assignment (14.10.6 CCFA Contract) to the appropriate dean, and to the Associate Superintendent of Instruction and Institutional Effectiveness no later than Friday of the eighth week of instruction. (14.10.6 CCFA Contract).