SABBATICAL LEAVE - REPORT FORMAT

The report shall be prepared on 8-1/2 x 11 paper. Copy shall be presented in manuscript form (unbound) in a 9 x 12 envelope. The report will later be uniformly bound by the college prior to submission to the Governing Board.

Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling and punctuation.

The report shall have adequate margins for binding and be double-spaced for ease in reading.

The report shall be properly footnoted, if applicable.

Pages shall be numbered consecutively.

The sabbatical leave report shall include:

1. Title page
2. Copy of the sabbatical leave application proposal
3. Statement of purpose (page/ s)
4. Table of contents (page/ s) including headings, listings, data, plates or illustration, maps, charts, etc.
5. Executive Summary (general summary of completed sabbatical)
6. Body of report
7. Conclusions (summary with statement of value to the college)
8. Appendix (index, bibliography and other appendages)

For your information:

Before submission of the recommended report to the Governing Board, a signature page shall include the dated signatures of the applicant, the appropriate dean, the Faculty Senate President, and the Associate Superintendent of Instruction and Institutional Effectiveness.