

STANDARDS FOR PREPARATION OF SABBATICAL LEAVE REPORT

I. Procedure

- A. The report shall be submitted within three months after resumption of active duty following termination of the leave.
- B. The specific form of the report should be in accordance with acknowledged standards for scholarly reporting.
- C. The report should be typewritten and routed to:
 - 1. Original and one copy to the Provost and Vice President for Academic Affairs (report will be forwarded to the Library following the Dean's acknowledgment of its receipt)*;
 - 2. Copy to College Dean or Dean of the University Library
 - 3. Copy to Academic Personnel Services

II Content: The substance of the report should contain, but need not be limited to, such information as:

- A. objectives and purposes of the formal study involved in the activity;
- B. identification of personnel involved, with reference to such matters as department, time, place and activity;
- C. description of the locale in which the activity took place; and
- D. description of tangible results of the activity, such as:
 - 1. research undertaken and results;
 - 2. publication, if any, in reference to the activity; and
 - 3. list of creative works, exhibits, or performances.

*NOTE: This report is kept on file in the Humboldt Room and is available for public review