

Sabbatical ARCHIVAL Report Checklist

(Please turn in with report)

NAME _____ DATE _____

Final Library copy to be bound for Archives

_____ NO holes punched (Material not suitable for binding may be housed in a binder next to the bound volumes. Turn this material in with your Archival copy)

_____ Left margins 1.5 inches or alternating 1.5 inch margins if you will print 2-sided

The Archival/ final Sabbatical Leave Report will include:

_____ A Report Cover Page

_____ Table of Contents

_____ numbered pages

Part I: A copy of the original Board of Trustees approved Sabbatical Leave **Proposal** including:

_____ Table of contents, and identified appendices (if included)

_____ A one-page Abstract

_____ A one-page summary of expected outcomes.

_____ A narrative describing your proposal in detail.

_____ A justified and specific timeline.

_____ Information on travel (if part of proposal)

7 Forms:

_____ a. Applicant Information

_____ b. Department Chair's Statement

_____ c. Division Dean's Statement

_____ d. Personnel Eligibility Form

_____ e. Letter of Indemnification

_____ f. Service & Prior Sabbatical Form

_____ g. FRC form

Part II: Sabbatical **Report** - Summary and Narrative

_____ A one-page Summary of Sabbatical Experience

_____ A one-page Summary of Achieved Outcomes

_____ A narrative detailing the achievements by which your sabbatical leave will be judged

Part III: Tangible Items/ Appendices

_____ Tangible items resulting from the project

_____ Appendices should be clearly titled and preferably tabbed.