# Sabbatical Leave Report

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| Name (Open Print Preview to have your name populate throughout the form) | | |  | Date |
| College |  | Sabbatical Leave Period Requested | | |
| College |  | Sabbatical leave period requested | | |
| Teaching Field(s) | | | | |
| Teaching field(s) | | | | |
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| **GENERAL SUMMARY OF COMPLETED SABBATICAL PROGRAM**  (GIVE A 100-WORD MAXIMUM STATEMENT) | | | | |
| Summary of Sabbatical Program – 100 word maximum | | | | |

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| Name |
| VALUE TO EDUCATIONAL PROGRAM **Briefly reflect and highlight the value of your sabbatical leave to the educational program. In particular:**   1. How will it benefit students, programs, or staff/colleagues? 2. How will it enhance and/or improve your professional competence? 3. How will it relate to your ongoing professional assignment? 4. How are the breadth and depth of the project appropriate for the sabbatical leave rather than the regular teaching year?   **Include what you experienced and discovered during the process of completing your sabbatical.** |
| Answer Here |

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| Name | | | |
| PROPOSED OBJECTIVES AND EVIDENCE OF COMPLETION Identify specific objectives proposed in your application and describe in detail the evidence that accompanies your report, which indicates that you have met each objective. If there are deviations, please explain. Examples follow:  ***Institutional study***  *Objective: 9 units graduate level history courses as indicated on Form A-1 will be taken at University.*  *Evidence: (Your statements of evidence should align with and be closely tied to the items listed in the original application. Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)*  ***Travel***  *Objective: Travel to archeological zones in Central America.*  *Evidence: (Here you describe exactly what you are submitting to document your sabbatical leave travel. Your statements of evidence should parallel the items listed in the original application. Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)*  ***Professional study and/or creative study***  *Objective: Compose a musical score or write a textbook.*  *Evidence: (The products of your study should be described and quantified to the extent possible. They should parallel the items listed in the original application. Any deviations from the original proposal must be approved in advance by following the modification procedure delineated in Human Resources Procedure 2040.01. All approved deviations from the original proposal must be outlined and explained in the final sabbatical leave report.)* Summary of Evidence | | | |
| Objective as stated in proposal | | Evidence as stated in proposal | Evidence provided in this report  *(Give page number, item in portfolio, video, etc.)* |
| 1. | Objective | Proposal Evidence | Provided Evidence |
| 2. | Objective | Proposal Evidence | Provided Evidence |
| 3. | Objective | Proposal Evidence | Provided Evidence |
| 4. | Objective | Proposal Evidence | Provided Evidence |
| 5. | Objective | Proposal Evidence | Provided Evidence |
| 6. | Objective | Proposal Evidence | Provided Evidence |

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| Name | | |
| INSTITUTIONAL STUDYForm A-1 | | |
| Name of Institution |  | Place of Institution |
| Name of Institution |  | Place of Institution |
| Period of Attendance |  | Units completed semester/quarter |
| Period of Attendance |  | Units Completed |
| One copy of your official transcript must be filed with this report | | |
| Answer Here | | |

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| Name | | |
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| TravelForm B-1 **Give Itinerary:** | | |
| Place | Dates of Visit | Purposes Achieved |
| Place | Duration of Visit | Purpose |

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| Name |
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| PROFESSIONAL STUDY AND/OR CREATIVE STUDYForm C-1 **Summarize the study methods, resources, activities and results. Quantify your summary wherever possible, listing pages written, scores composed, etc., as appropriate.** |
| Answer Here |