

SALARY AND LEAVES COMMITTEE

2018-19

COMMITTEE MEMBERS CHECKLIST FOR REVIEWING SABBATICAL LEAVE REPORTS

Sabbatical Recipient: _____ Date Received: _____

Completed Sabbatical Report must include the following:

☐	Abstract of Sabbatical Project for Board Report
☐	Statement of purpose
☐	Table of contents (headings, listing, data, illustrations, etc.)
☐	Presentation of Sabbatical project
☐	Pages numbered consecutively
☐	Copy of sabbatical application proposal
☐	Pertinent appendices
☐	Footnotes (if applicable)
☐	Professional appearance and polished grammar
☐	Submission by deadline
☐	One (1) printed document and one (1) electronic via email.

	Meets	Does not meet	
A.			Comprehensiveness
B.			Examples of pertinent materials
C.			Clear description of research design and methods of investigation (if applicable)
D.			Verification of course work units completed
E.			Substantiates conclusions, cites research or other sources of data
F.			Distinguishes between personal opinion, empirical results, research, theory
G.			Uses scholarly approach with attention to detail
H.			Detailed account of the sabbatical activity(ies)
I.			Statement concerning the benefit and value of the sabbatical activity(ies) to the College
J.			Statement concerning the benefit and value of the sabbatical activity(ies) to the unit member's professional growth

Notes:

Comments by Committee Member:

Recommendations by Committee Member:

☐

Accept as submitted

☐

Accept with modifications noted

☐

Not acceptable
(Needs full Committee review)

Signature of Committee Member

Date