

SALARY AND LEAVES COMMITTEE

2018-19

GUIDELINES FOR PREPARING THE SABBATICAL LEAVE REPORTS

The following suggestions are made to assist academic personnel in preparing sabbatical leave reports to facilitate acceptance by the Board of Trustees. The Salary and Leaves Committee who review and recommend all sabbatical leave reports prepared these guidelines.

The "Sabbatical Leave Report" is not the "Sabbatical Project." It is an approximately 10-15-page document that explains and summarizes the activities during the sabbatical leave. A report of activities is required whether the leave was a project, study, travel, or combination. Please see guidelines below.

A. In preparing the sabbatical leave report:

1. Remember that the report is a comprehensive and evaluative account of the sabbatical activity(ies) and is required in addition to the submission of a project, confirmation of completion of courses, confirmation of contacted work or externship, or confirmation of a completed plan of independent study, research, writing and/or travel.
2. While on independent study leave that involves travel, faculty should collect pertinent materials (brochures, pamphlets, photographs, slides, etc.) and affix selected examples to the sabbatical report, where applicable.
3. While on leave, it is advisable to maintain a personal journal of sabbatical activities, which will assist faculty in writing the report.
4. Before writing the report consider discussing the report with colleagues who have completed recent sabbaticals and with members of the Salary and Leaves Committee.
5. The report shall include a clear description of the research design and method(s) of investigation, if applicable.
6. The report shall include verification of units completed (transcripts or letter of completion by instructor, if applicable).
7. Conclusions reached should be clearly substantiated by citing appropriate research or other sources of data.
8. A clear distinction should be made between personal opinion, empirical results and results based upon true research of systems, theories, and data, etc.
9. The independent study report, in particular, should have some specific form of scholarly approach with attention to detail, purpose and conclusion.
10. The faculty member reporter should maintain a complete copy of the sabbatical report in his/her personal file.
11. The faculty member reporter must submit one (1) complete copy of the report to the Salary and Leaves Committee by the first work day of the second month of the school year following the sabbatical leave.

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B. Sabbatical Leave Report FORMAT:

1. Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling, and punctuation.
2. The report shall be prepared on 8½ x 11" 20 lb. paper.
3. One (1) copy shall be presented in manuscript form and one (1) electronic copy emailed to lmartinez@mtsac.edu.
4. The report shall have adequate margins for binding and be doubled spaced for ease in reading.
5. The report shall include proper citations, if applicable.
6. Pages shall be numbered consecutively, in a professional manner, consistent with the typeface used in the report.

C. The Sabbatical leave report shall include:

1. Title page
2. Copy of the sabbatical leave application proposal
3. Statement of purpose
4. Table of contents including headings, listings, data, plates or illustration, maps, charts, etc.
5. Body of report (approximately 10 – 15 pages)
6. Detailed list, narrative (journal) of activities
7. Conclusions (summary with statement of value to the College)
8. Project (if appropriate)
9. Appendix (index, bibliography, and other appendages)
10. Abstract of Sabbatical Leave to be submitted to the Board of Trustees