



SALARY AND LEAVES COMMITTEE

2020-21

COMMITTEE MEMBERS CHECKLIST FOR REVIEWING SABBATICAL LEAVE REPORTS

Sabbatical Recipient: _____ Date Received: _____

Completed Sabbatical Report must include the following:

		Meets	Does not meet	N/A	
<input type="checkbox"/>	Table of contents (headings, listing, data, illustrations, etc.)	A.			Comprehensiveness
<input type="checkbox"/>	Copy of sabbatical application proposal	B.			Examples of pertinent materials
<input type="checkbox"/>	Statement of purpose	C.			Clear description of research design and methods of investigation (if applicable)
<input type="checkbox"/>	Presentation of Sabbatical project	D.			Verification of course work units completed
<input type="checkbox"/>	Pages numbered consecutively	E.			Substantiates conclusions, cites research or other sources of data
<input type="checkbox"/>	Submission by deadline	F.			Distinguishes between personal opinion, empirical results, research, theory
<input type="checkbox"/>	Pertinent appendices	G.			Uses scholarly approach with attention to detail
<input type="checkbox"/>	Footnotes (if applicable)	H.			Detailed record of the sabbatical activity(ies)
<input type="checkbox"/>	Professional appearance and polished grammar	I.			Statement concerning the benefit and value of the sabbatical activity(ies) to the College
<input type="checkbox"/>	One (1) printed document and one (1) electronic via email.	J.			Statement concerning the benefit and value of the sabbatical activity(ies) to the unit member's professional growth
<input type="checkbox"/>	Abstract of Sabbatical Project for Board Report written in third person.				

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