**Committee Members Checklist for Reviewing Sabbatical Leave Reports**

Sabbatical Recipient: Date Received:

Completed Sabbatical Report must include the following:

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

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