



Fulltime Regular Faculty Sabbatical Leave Final Report

Date of Report Submission:		College:	
Faculty Full Name:			
Faculty Department:		Dates of Leave:	
Faculty Email:		Faculty S#:	
Project Status:	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete		
TO BE COMPLETED BY SUPERVISOR AS PART OF FACULTY'S FINAL ANNUAL EVALUATION:			
<input type="checkbox"/> Needs Improvement <input type="checkbox"/> Commendable <input type="checkbox"/> Exceeds Expectations			

Sabbatical Report Requirements Checklist

A written report of sabbatical activities shall be submitted to the college President within the semester following return from leave. The final report should include the following elements:

- This completed form, used as a cover sheet
- Approved Sabbatical Application Form
- Approved Sabbatical Plan and Timeline
- Description of project discussing intended outcomes and achieved outcomes
- Changes made during the project, if applicable
- Research methods, if applicable
- Narrative describing how the sabbatical impacted the faculty member's professional growth
- Narrative describing how the sabbatical enhanced the College's role and mission and its students' educational experience
- Narrative describing how the sabbatical met and forwarded Board priorities, the CCCS Strategic Plan, and/or the College strategic plan
- Narrative describing how the sabbatical increased the overall level of knowledge in the faculty member's discipline and/or profession
- Other professional accomplishments during the sabbatical

For complete policy and procedure, please refer to BP 3-65 and SP 3-65a.

REQUIRED SIGNATURES

APPLICANT NAME & SIGNATURE	DATE
SUPERVISOR NAME & SIGNATURE	DATE
COLLEGE PRESIDENT NAME & SIGNATURE	DATE
CCCS VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS NAME & SIGNATURE	DATE