

Sabbatical Report Template

Revised May 2, 2025

Sabbatical report should have appendices including evidence of scholarship produced.

Report will include the following:

- ◆ **Name and Rank of Applicant**
- ◆ **School/Department**
- ◆ **Date of Sabbatical**
- ◆ **Title of Sabbatical**
- ◆ **Approved original project objectives¹**

In addition, elaborate on the following:

- ◆ **Describe your project's research and scholarly objectives, including the contribution to your professional growth and expertise. How did you meet these objectives during your sabbatical? If you accomplished additional work beyond what was in your original plan, please provide evidence (such as publications, creative projects, etc.) as part of appendices.**
- ◆ **Describe how you will apply what you achieved during your sabbatical to educational experiences for students.**
- ◆ **Describe how you will apply what you achieved during your sabbatical to advance departmental/college program goals.**
- ◆ **Describe how you will apply what you achieved during your sabbatical to enhance FLC reputation.**

In addition to the sabbatical report, please provide a 2-page executive summary of the report.

The executive report should include the following:

- ◆ **Name and Rank of Applicant**
- ◆ **School/Department**
- ◆ **Date of Sabbatical**
- ◆ **Title of Sabbatical**

In addition, provide summaries under each of the following headings:

- ◆ **Original Project Objectives**
- ◆ **Sabbatical Accomplishments**
- ◆ **Personal Professional Growth and Application to Overall Student Learning**
- ◆ **Achievements and Advancement of Department, College Goals, and Reputation**

¹ Should circumstances change such that the original proposal or project was not viable, then include copies of the request for a change to your sabbatical project and the corresponding approval