

Sabbatical Report Guidelines

Final Report:

Individuals shall submit a formal, final report to the CAS Dean's office within one (1) month of the *end of a one-quarter sabbatical*. For sabbaticals of more than one quarter, the final report shall be due within three (3) months of the *end of the sabbatical*. The report is reviewed by the CAS Faculty Research Committee for possible comments to be sent to the faculty member and filed with the CAS Dean's office.

The report should be concise and should be written to be understood by committee members who are not experts in the discipline of the recipient. The report should contain the following:

1. **Introduction:** brief explanation of overall goal of the project.
2. **Methods:** description of work completed and the steps, which were taken to accomplish the work (this will vary significantly by discipline).
3. **Status:** statement of the status of ultimate goal as stated in grant application; summary of specific accomplishments.
4. **Personal Reaction:** brief statement of personal feelings regarding the project; for example, was it a satisfying experience? Were any unanticipated lessons learned? Did results inspire further work and new directions?
5. **Avenues of Reporting:** statement regarding anticipated avenues of reporting the work professionally, including presentations at professional meetings, public performances, articles in refereed journals or other publications, and major incorporation in the classroom.

Failure to fulfill these obligations (timely filing of progress report, if applicable, and formal report) will be taken into account by the Faculty Research Committee at the time of any subsequent application.