

**SABBATICAL REPORT GUIDELINES**

# **The Report**

1. Format and Content of the Report

The following is the standard format for submission of the required Sabbatical Leave Report. This format will be used by the Sabbatical Leave Committee which evaluates the success of each leave. After reviewing the report, the committee may ask for additional information. A reasonable period of time will be allowed for the submission of any additional information.

Both the sabbatical leave and the leave report are intended as scholarly activities and will be reviewed as such by your colleagues. Your final report should be electronically submitted to your mentor. If there are any issues, the reviewer (mentor) may ask you to revise. Please be aware that you have a specific deadline (30 days after the end of the sabbatical), and all corrections will need to be completed ASAP.

Once completed, a written report by the assigned reviewer (mentor) will be sent to you by the Chair of the Sabbatical Leave Committee at the completion of the review process, with the original forwarded to the Office of the President by HR. Additional copies go to the Human Resources Department, Department Head, Dean, and the Center for Teaching Excellence.

Required Format. The report must include a Sabbatical Final Report Form (available on the LCC Sabbatical website) and your supporting documentation, which should be electronically submitted. Your final report must incorporate the following:

1. Name, semester(s) of leave, dates of leave, department, division, and job classification of faculty
2. Minimum one-page abstract summarizing the sabbatical leave
3. Summary of the purpose of the leave
4. Summary of activities were completed to accomplish the purpose of the leave (Include sample instruments, where applicable, and artifacts to document.)
5. Explanation of anything additionally accomplished that was not an intended outcome but still of value to the leave
6. Explanation of anything additionally accomplished that was not an intended outcome but still of value to the leave
7. Explanation of any activities proposed by not completed, including reason for non-completion
8. Method of evaluation
   1. List of documentation of activities completed which are included in this report (i.e. bibliography, tables, survey summaries, coursework, etc.).
   2. Description of the documentation, detailing the alignment of the documentation with the stated purpose of the leave
9. Value of this leave for you
10. Value of this leave for the College
11. Submitting the Report
    1. The report is to be submitted directly to your mentor for approval, and the mentor will submit to the rest of the sabbatical committee for their approval. Final report will be given to Human Resources.
    2. The report is to be submitted within thirty (30) days of the end of the sabbatical leave.
       * EXAMPLE: If sabbatical ends December 21, the report is due to mentor by January 21.
    3. A copy of each approved sabbatical leave request, report, and abstract will be made available to the Board of Trustees for their review.
12. **Appeals**

Applicants for sabbatical leaves and those who take leaves may appeal the Sabbatical Leave Committee’s action through a letter to the Human Resources Department.

1. **Additional Information**
2. Under federal income tax regulations, income from scholarships and fellowships that are used for tuition and course-related expenses are untaxed. However, such income used for travel and living expenses will be taxed for degree students (but not non-degree students). In addition, deductions for trips taken by teachers and others for educational purposes (to upgrade skills, obtain educational materials, etc.) will no longer be allowed as a deduction.
3. If you accept a contract, grant, or fellowship in connection with the sabbatical, the proceeds may be expended on documented, reasonable, and necessary expenses incurred for the sabbatical. Any remaining proceeds shall be retained by the member, provided the amount retained plus the member’s compensation from the College shall not exceed the member’s base salary for the term of the sabbatical. The member shall refund any overpayment to the College.
4. Article XXIII.C of the LCC/MAHE contract fully explains the rights and requirements related to a sabbatical. You are strongly advised to review the language contained in that Article.