**District Final Sabbatical Leave Report Template**

**Name**

**Divisions(s)**

**Department(s)**

**Sabbatical Dates**

**Sabbatical Title**

**Report Submission Date**

**Abstract**

Describe the purpose and rationale of the sabbatical project. This item should be copied from the sabbatical proposal.

1. **Introduction and Background**

This section should include your division, department, assignment or the courses you teach, your length of service for the District, and your professional interests. Indicate the length of time you plan for your sabbatical (Fall semester, Spring semester, full year) and the developments in your field that led to this proposal. You should also include the purposes of the leave, the category in which it falls and show how it meets the criteria. (From Proposal)

1. **Objectives**

Copy the objectives section from your sabbatical proposal to show what you expected to accomplish with your sabbatical project(s)?

1. **Timeline of Activities**

Give a detailed timeline of events taking place during the sabbatical leave. This item should expand upon the proposed timeline found in the sabbatical proposal and should be more detailed and supported by evidence.

1. **Narrative**

Describe in detail what happened during the sabbatical leave: what you did, accomplished, learned, and/or created; people whom you contacted and what information they provided; events you attended, why you attended them, and how they factored into what you learned; courses that you taught and how they were different from what you teach for the District.

1. **Benefits to District**

List the benefits of the sabbatical to the college, to your ability to perform your job, and to your value as a faculty member. These items should be copied from the sabbatical proposal and expanded to include reflections made during and after the sabbatical.

1. **Outcomes and Measurements**

What happened during the sabbatical, and how was the success of the sabbatical project measured? These items should be copied from the sabbatical proposal.

1. **Assessment**

Describe in detail to what extent the measurements indicate that the outcomes were met. What changes or adaptations were made during the course of the sabbatical project?

1. **Evaluation and Conclusions**

To what extent was the sabbatical project successful? What specific things were gained, and how will this information be used? What items were created, and how will these things be used? What contacts were made for your department, discipline, the District? What follow-up will be done, and by whom?

**Appendix: Documentation**

Reproduce notes, photographs, daily journal, course grades, published articles, and other artifacts indicating your work during the sabbatical project. Assume that in this section you must **prove** to others what you did during your sabbatical leave.