

## Sabbatical Leave Report Instructions

**Written Report.** The sabbatical leave report should summarize the faculty member's activities while on sabbatical and the benefits derived from the leave but need not include specific details of any research the faculty member conducted while on sabbatical. The report should include the following sections, under the headings provided:

1. **Professional Growth:** specify how the sabbatical activity contributed to your professional growth, including how it increased the overall level of knowledge in your area of expertise.
2. **Contributions to CMU's Reputation and the Student Educational Experience:** specify how the sabbatical activity has enhanced the University's reputation and the students' educational experience at the University.
3. **Sabbatical Accomplishments:** specify the accomplishments that you achieved while on sabbatical leave.

Sabbatical reports are due to the VPAA and President within 60 calendar days after returning to duty. When applicable, a transcript or other evidence of completion of the planned program should accompany the report.

Formatting: Use one-inch margins and Times New Roman 12-point font. Include your name and department on the first page. The report should not exceed two single-spaced pages.

**Preparing the Board of Trustees Presentation.** Faculty should prepare a 7-minute presentation for the BOT. If a PowerPoint presentation is created, it should be no longer than 3 slides plus a title slide and should follow this format:

- Slide 1: Title slide with your name, department, and program
- Slide 2: Purpose and description of your sabbatical (heading: **Purpose**)
- Slide 3: Personal accomplishments from sabbatical leave (heading: **Accomplishments**)
- Slide 4: Benefits of your sabbatical to the student experience, your field, CMU, or other (heading: **Benefits**)

If no PowerPoint will be created, please follow the same format for your oral presentation (introduce yourself, provide the purpose, describe accomplishments, and describe benefits).