

Sabbatical Leave Reports

There are no institutional guidelines for the sabbatical leave report. University policy establishes the goals of the sabbatical, defining it as: “a merit-based professional development activity that allows faculty to enhance their potential as teachers, artists, and scholars, and thereby make additional contributions to the missions of Marshall University.” (BOG AA-1, 2.1)

Therefore, the college suggests the faculty member consider the following points.

1. Explain how your accomplishments during the sabbatical impact you as a teacher, scholar, artist, etc.
2. Explain how your accomplishments during the sabbatical will impact your interactions with current and future students, with your faculty colleagues, and your discipline.
3. What plans, if any, do you have for follow-up activities to the work and accomplishments of your sabbatical? If your stated outcomes include additional plans or anticipated accomplishments that build on work done during your sabbatical, address them.
4. How do you anticipate your sabbatical leave will make your department better?
5. Your sabbatical leave report should correlate to your proposal for the sabbatical. If your activities differ significantly from your proposal, you need to provide a clear explanation as to why. If the course of the sabbatical changed because the work you started out doing moved in a direction you did not anticipate, explain that and share what you learned as a result.
6. Remember that readers of the report will not have an intimate understanding of your discipline. Readers include the provost, president and possibly members of the governing board and even legislators. Take care to explain the significance of your activities and accomplishments in terms that a layperson can understand.
7. Your report should validate the concept of sabbatical leave. Write a report that would convince even a skeptical person that the concept of a sabbatical leave is healthy for higher education.

The department chair and dean will review the sabbatical report, alongside the original proposal. These reviewers will assess the report with particular attention to items 1-5 above. Where deficiencies are noted, the chair or dean will request additional information or revisions from the faculty member. The final report, approved by the chair and dean, will be submitted to Academic Affairs by the date published each year.

Do not hesitate to contact your department chair or the dean if you have any questions about the sabbatical process.