

Guidance for the post-sabbatical report

This guidance is designed to supplement the existing sabbatical leave of absence policies and procedures agreement. Although not policy, it describes the expectations for post-sabbatical written reports and should be considered as you reflect on your sabbatical accomplishments. This guidance and other documents related to faculty milestones can be found on the Academic Affairs Faculty Resources webpage at <https://www.sru.edu/offices/academic-affairs/faculty-resources>.

The post-sabbatical report is a review of the project for which the University has given you paid leave. The President, Provost, Dean, and Department Chair, among others, will have access to your report, so you should create a document that is clear and easily understandable by people from outside your field. You should ask a colleague or your Department Chair for draft feedback before your final submission. A written reflection about your work should be submitted in addition to products such as a book, performance, or exhibit since it describes your intentions and growth attained in addition to the product itself.

Writing the report

You should consider your report as the way to analyze and support your use of your sabbatical leave, presenting a clear picture of your project's focus. Make connections between the report and your original sabbatical leave proposal so the reader can easily see what you planned to accomplish and what you did accomplish. Use the report as a chance to describe any extenuating circumstances that affected your progress, and explain specific outcomes that otherwise might not be clear to the reviewers. If you confronted roadblocks, explain why and how you developed an alternate direction for your work.

You should write your analysis to communicate with readers outside of your field, helping them to understand the significance of the work to your specialty. Your report should help readers to appreciate your accomplishments by explaining the significance or impact of your work. Why did you pick these activities and how and why is the work important to the University and to the profession? Provide readers with some background about the significance of your professional or research accomplishments during your sabbatical leave. You should indicate, as appropriate, the rigor involved throughout your project.

Effective post-sabbatical reports tend to fall in the 5- to 10-page range. Those that are shorter tend to struggle to provide enough context to analyze experiences and outcomes, while those that are longer tend to cause key report elements to become lost in the quantity of what is written. Reports should use correct, complete grammar and consistent formatting, including font type and font size.

Sections for the report

As you consider your report, you should address these sections. Although you may incorporate them into one narrative, adding specific sections will be helpful to the reader.

- Overview of your project including your goals and timeline.
- Description of activities related to your project that you completed during your sabbatical, including how the activities helped you meet your goals.

- Analysis of your outcome. What was your accomplishment? If you did not complete your objectives, what is your plan to do so? Do you have plans to continue your research?
- How has your sabbatical affected your professional growth and development?
- How will your sabbatical affect your role(s) at Slippery Rock University? How might it affect your role in the classroom or your University roles outside the classroom? What benefits are you bringing to your students and your colleagues? How has your sabbatical leave helped the forward trajectory of your career?