

**CLACKAMAS COMMUNITY COLLEGE
SENATE SABBATICAL LEAVE COMMITTEE**

GUIDELINES FOR WRITING SABBATICAL REPORTS

Sabbatical reports reflect upon the college and faculty and will be read by colleagues, administrators, the CCC Board of Education, and/or the Northwest Commission on Colleges and Universities. Reports must be carefully edited, typed, and meticulously proofread. The tone and quality of reports must reflect the professionalism associated with an experienced faculty member of an accredited institution.

A selection of recent Sabbatical Reports and applications are located on the library website: <https://libguides.clackamas.edu/facultyandstaffresources/sabbaticals>. Faculty is encouraged to read and review these before, during, and after their sabbaticals.

The following are suggestions for writing professional Sabbatical Reports:

- Present your achievements in order from most to least important.
- Omit activities and language geared toward rest, relaxation, and rejuvenation.
- Emphasize benefits to the college and students as a result of your sabbatical activities.
- Emphasize concrete results by providing details and/or lists of specific activities. This information can include data collected, details of places, institutions and/or work sites visited, numbers of and names of people you interviewed, data from interviews, information on the courses completed, field work descriptions, networking, and research. Attach bibliographies and contact lists.
- Include materials that demonstrate your sabbatical accomplishments, such as videos, CDs, website addresses, course materials, syllabus, course outlines, bibliographies, and/or college transcripts.
- If you traveled as part of your sabbatical, clearly articulate how your travel activities supported your professional development goals.
- Define technical language and acronyms so that a lay reader can understand your report. Remember that the faculty reading your report may not be familiar with your department, program, or professional activities.
- Contact the Senate Sabbatical Leave Committee for help or information:

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