

SABBATICAL REPORTS

SDSU Senate Policy File - “Leaves, Sabbatical, Privileges and Responsibilities” 9.1 states: Having completed a sabbatical leave, the faculty employee shall submit a written report to the Provost (c/o the Office of Faculty Advancement), dean, and department chair or school director before the following October 15.

RECOMMENDATIONS FOR SABBATICAL REPORTS

Memorandum or letter, two (2) to three (3)-page typed document, including:

- Brief description of the project/activity
- Summary of work/objectives completed
- Description of results
- Benefit to the university and students