

**Santa Clara University  
Faculty Development Program**

## **Sabbatical Final Report Guidelines**

After completing a sabbatical leave, faculty must submit a detailed report on activities and accomplishments during the leave to the Department Chair, Dean, and Associate Provost for Faculty Development within 90 days of returning to the University (Faculty Handbook 3.7.1.4). This report should be submitted as an electronic document in a standard format.

The final report should provide information on the main activities undertaken as part of the sabbatical project and any resulting products. There is no required format or length, but about two pages should suffice in most cases. Key components of the report would include the following:

- Name and department
- Academic quarter(s) during which leave taken
- Title of project
- Description of project in non-technical language
- Description of main activities during the leave
- Summary of main results
- Tangible products: List all written works, creative products, presentations, performances, grant proposals, new curricula, and the like resulting from the leave.
  - Indicate dates and venues for conferences, presentations, performances, or exhibitions.
  - Indicate work submitted for publication and its current status (e.g., under review, accepted, under revision, rejected); give complete citations.
  - Provide names of collaborators, including any student researchers.