

**CLACKAMAS COMMUNITY COLLEGE
SENATE SABBATICAL LEAVE COMMITTEE
SABBATICAL REPORT FORM**

“Upon completion of sabbatical leave, the faculty member will submit a detailed report of the accomplishments and benefits resulting from the leave, pursuant to their professional development plan . . .” (Article 18, CCC Faculty Contract)

Sabbatical reports are due to the Human Resources office by October 15 of the following school year. Applications and reports must be carefully edited, typed, and meticulously proofread. Please use as much space as you need to thoroughly answer each question. Attach any materials that document your work. The tone and quality of applications and reports must reflect the professionalism associated with an experienced faculty member of an accredited institution. Please see the attached *Guidelines for Writing Sabbatical Applications and Reports* for more information. Include a copy of your application with this report.

Name:

Date:

Department:

Term(s) taken:

Year:

1. Briefly state the purpose of your sabbatical as outlined in your application. Comment on and/ or reflect upon the success and completion of your sabbatical in relation to your initial plans. Please indicate and discuss changes to your plan and/ or parts of your plan that you were not able to accomplish.

2. What were your professional outcomes? Discuss in detail your sabbatical activities including: research, travel, writing and academic study. Attach materials related to your work.

3. How do your professional outcomes relate to your assignment at the college? Specifically, how will your students and the college benefit?

Write a one-paragraph abstract of this report summarizing your accomplishments and addressing how your sabbatical will benefit students and the college. **The abstract should be no more than 100 words and must be included in the report.** This paragraph will be presented to the CCC Board of Education and is your opportunity to explain to the Board the benefit of your sabbatical to students and the college. **Please email a copy of your abstract to the Senate Sabbatical Leave Committee chair by Oct. 15.**