College of Health Professions

Post-leave Sabbatical Report Template

The following outlines specific elements that must be included in a post-leave sabbatical report for faculty within the College of Health Professions (COHP) at Marshall University. In addition, the system used for rating a completed report is provided. Note that both qualitative and quantitative methods of reporting are required. For more information regarding Sabbatical Leave, please see MUBOG policy AA-1 (https://www.marshall.edu/board/files/Policies/MUBOG%20AA-%201%20Sabbatical%20Leave.pdf) and the faculty senate webpage (https://www.marshall.edu/faculty-senate/sabbatical-leave/).

The Post-leave Sabbatical Report must include the following sections:

1. Title page: The title page should include your name, rank, department, college, title of your sabbatical project, date range of your sabbatical project, and date of submission for the post-leave report.
2. Body of the report:
   - The body should be written to clearly indicate what your original goals were for taking sabbatical leave with self-assessment as to their accomplishment.
   - Please indicate what factors contributed to your success, as well as what barriers prevented you from completion of any items.
     - If your project was modified in any way, please include all goals from the original application and the requested modifications. An approval letter granting modification should be attached with signatures from the department chair and college dean approving the changes.
   - Reflect on what you completed during the sabbatical from a holistic perspective and identify what else needs to be completed to see your project through to fruition.
   - Sabbatical work should be intrinsically tied to the work required for your position at the university. To this end, provide descriptions for how the work generated during your leave ties into other work you typically generate on campus. This may include curricular development, scholarship trajectory, interdisciplinary activity, community partner benefit, or other method approved by your chair and dean.
3. Plan for completion: If your project is incomplete at the end of your sabbatical, please include a section in your report outlining your plan for completion with an appropriate timeline that is approved by the department chair and college dean – signatures required. Be as thorough as possible.
4. References and resources: A reference and resource page should be included listing sources cited in your reflection that align to the development of your project.
5. Appendices: Artifacts related to sabbatical work and demonstrating completion or sufficient progress of the project should be included. Examples may be links to published works, links to published presentation proceedings, images of work developed, attachments of curricular models, attachments of programs developed, etc.

Assessment Rubric: This rubric should be completed by each member of the sabbatical review committee. These ad hoc committees are selected by the person who participated in sabbatical and approved by the department chair. Completed rubrics should be compared compared between reviewers to determine degree of project completion.

College of Health Professions Post-leave Sabbatical Assessment Form			
	Present Y/N		
Title page			
		Goal Met Y/N	Comments:
Body of the Report	Goal 1		
	Goal 2		
	Goal 3		
	Goal 4		
	Modified Goal		
	Modified Goal		
	% Goals Met ≥ 75%		
	Plan present Y/N/NA	Plan sufficient Y/N/NA	Comments:
Plan if unfinished			
	≥ 10 present Y/N	Are resources high-level and peer reviewed? Y/N	Comments:
References and Resources			
		Artifact supports project progress and/or completion Y/N	Comments:
Appendices	Artifact 1		
	Artifact 2		
	Artifact 3		
	Artifact 4		
	Artifact 5		
		Committee Members:	Date of approval:
Sabbatical Project Approved by COHP Sabbatical Review Committee Y/N			
		COHP Academic Dean	Date of approval:
Sabbatical Project Approved by COHP Academic Dean Y/N			
		Provost:	Date of approval:
Sabbatical Project Approved by Provost Y/N			