TO: Sabbatical Leave Applicants

FROM: Faculty Senate Sabbaticals Committee

RE: Information to Include in your Follow-Up Report
When Returning from your Sabbatical Leave

When returning from your sabbatical leave, you will be required to submit, in writing, to your school dean or senior administrator a follow-up report detailing the accomplishments of your sabbatical. This report, which will be sent to the President of the College, should include the following:

1. A statement of the purpose of your sabbatical

2. A detailed description of the activities undertaken during the sabbatical (courses, research, travel, writing, etc.)

3. A timetable or any other means of accounting for how your time was spent

4. A detailed description of the accomplishments of your sabbatical (work you completed, what you learned or achieved, etc.)

5. An explanation of the personal and professional significance of your accomplishments (why what was achieved was important to your personal and professional growth)

6. An explanation of the significance of the accomplishments to FIT (how what was learned or done can be used to benefit the College, students, etc.)

7. Where appropriate, illustrative materials, samples, and/or documentation (photos, articles, transcripts, sample chapters of book, etc.)

If you need assistance with your follow-up report, please contact the Sabbaticals Committee through the Office of Faculty Services, 236 West 27th Street, 3rd Floor, Suite 301
Phone: ext. 7-5540.