

# SABBATICAL LEAVE REPORT GUIDELINES

## Submission directions and notifications:

- The Sabbatical Leave Committee will review your report according to the criteria outlined in the *CCFF Collective Bargaining Agreement, Article 27, Section 27.18*.
- Upload a copy of your Sabbatical Leave Report to *Canvas* on or before the Sabbatical Committee determined due date (see Sabbatical Committee website or contact the Sabbatical Committee Chair for the exact date). An invitation to the Committee *Canvas* site will be sent to you prior to the due date of the report. Per the CCFF Contract, the due date will be set during the week prior to the week of final examinations in the first semester upon returning to duty.
- The Sabbatical Committee will contact you upon receipt of your report and notify you of the subsequent steps in the process.
- Most reports go through a revision process and are revised and resubmitted. As such, make sure to keep copies of all appendices and handouts for final submission.

## Report format:

- The report shall be typed on 8 1/2 x 11 paper.
- Use a thesis format according to your individual discipline's style manual (e.g., APA, MLA).
- Proofread your document carefully. This is a professional document requiring proper English usage, grammar, spelling and punctuation, and clear and consistent formatting.
- One copy of the final report shall have a 1.5" left side margin for binding and be double spaced for ease in reading. All other copies should have 1" margins.
- The report shall be properly footnoted according to your individual discipline's style manual (e.g., APA, MLA), if applicable.
- Pages shall be numbered consecutively beginning just after the original application proposal.
- All appendices should be referenced by page throughout the body of the report.

- The Sabbatical leave report should be put together with the following items in the order and format as listed:
  - a. Title page
  - b. Table of contents including headings, listings, data, plates or illustration, maps, charts, etc.
  - c. Copy of the sabbatical leave application proposal
  - d. Statement of purpose (begin pagination here)
  - e. Body of report. Proofread this portion carefully. Clearly outline sabbatical objectives and how they were met, including references to appropriate evidence located in the appendix.
  - f. Conclusions (summary of the project including a statement of value to the College)
  - g. Appendix table of contents. Pagination should be continuous with report. Do not re-paginate the appendix.
  - h. Appendix (e.g., index, bibliography and other items).
  
- Include the following statement with a signature and date line and sign your report prior to submission:  
 I certify that this (insert sabbatical academic year) Sabbatical Leave Report is my sole written creation. I also certify that I have not plagiarized the work of any person and/or institution in this report and that any and all sources used in this document have been properly cited.

### **Requirements once your report has been approved:**

Once your report has been approved by the committee and ready to be recommended to the Senate and Board of Trustees, you will be required to do the following:

- a. Write a brief summary/abstract describing the outcomes of your project. This summary/abstract should be in a *word* document, approximately one paragraph, and *should be written in the third person*. Abstracts of reports will be used as a cover sheet when reports are presented to the Senate, Executive Administrators and Board of Trustees. Email the document to Julie Davis at [jdavis@cerritos.edu](mailto:jdavis@cerritos.edu)
- b. Send an electronic copy of your entire final Sabbatical Leave Report in PDF format to [jdavis@cerritos.edu](mailto:jdavis@cerritos.edu)
- c. Submit a paper copy of your entire final Sabbatical Leave Report, bound or in a notebook, to the Cerritos College Library.
- d. Prepare a brief oral report to be presented to the Board of Trustees on the meeting date scheduled for sabbatical report approval. The chair of the sabbatical Committee will notify you of this date and time.