

STANDARDS FOR PREPARATION OF SABBATICAL OR DIFFERENCE-IN-PAY (DIP) LEAVE REPORT

- I. **Content** – The substance of the report should contain, but need not be limited to, such information as:
 - A. Objectives and purposes of the formal study involved in the activity;
 - B. Identification of personnel involved, with reference to such matters as department, time, place and activity;
 - C. Description of the locale in which the activity took place;
 - D. Description of tangible results of the activity, such as:
 1. Research undertaken and results;
 2. Publication, if any, in reference to the activity;
 3. List of creative works, exhibits, or performances.

- II. **Procedure**
 - A. The report shall be submitted within three months after resumption of active duty following termination of the leave.
 - B. The specific form of the report should be in accordance with acknowledged standards for scholarly reporting.
 - C. The report should be routed electronically to:
 1. College Dean or the Dean of the University Library (for Librarians);
 2. Provost and Vice President for Academic Affairs;
 3. University Library for archiving and public review in the Humboldt Room (sabbatical leave reports only);
 4. Academic Personnel Services.
 - D. If applicable, a copy of the report should be inserted into Section 2 of WPAF.