

## 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 *no later than the end of the first semester* 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.