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);

D. If applicable, a copy of the report should be inserted into Section 2 of WPAF.