

Post-Sabbatical Report Guidelines

A written report of activities and accomplishments during the period of your sabbatical leave is required to be submitted according to the process outlined below. The Office of the Provost (submit to Kathleen O'Neill, ko86@njit.edu) needs to receive all materials by **December 1st** if the sabbatical concluded in the previous spring semester and **May 1st** if the sabbatical concluded in the previous fall semester.

Requirements of the Post-Sabbatical Report:

- A standardized format should be used for all post-sabbatical reports (the [template](#) can be found on the [sabbatical page](#) of the Office of the Provost website).
- The report should explain fully, but concisely, the manner and extent to which you met each of the objectives of your sabbatical leave proposal. Any objective not completely met should also be fully explained.
- Your report must accurately reflect your activities during the sabbatical period and should list only activities performed during the sabbatical period, e.g., only list papers that were written during the sabbatical and do not include papers that were published during the sabbatical if they were written prior to the sabbatical.
- The report should be as complete as possible; it will be an important part of any evaluation of future sabbatical applications.
- Include copies (drafts are acceptable) of your accomplishments during the sabbatical. Examples include:
 - Research articles submitted for publication
 - Papers presented at conferences
 - Textbooks or textbook chapters
 - Collected writings
 - Other relevant accomplishments

Post-Sabbatical Report Submission and Review Process:

