

**RESOLUTION ON HUMBOLDT STATE UNIVERSITY STANDARDS  
FOR PREPARATION OF SABBATICAL LEAVE REPORTS  
(#02-97/98-FA)**

WHEREAS, In AY 1995-96 the Humboldt State University Academic Senate approved a revised Application for Sabbatical Leave (#14-95/96-FA), amended in AY 1996-97 to reflect provisions of the Collective Bargaining Agreement and Humboldt State University policies (#02-96/97-FA); and

WHEREAS, Said revised application requires that a report be filed on professional activities undertaken during the leave that is "in accord with the standards for preparation of such reports"; and

WHEREAS, The revised policy does not include current standards for preparation of Sabbatical Leave Reports; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend that the "Standards for Preparation of Sabbatical Leave Report" (printed on reverse) be adopted and appended to the Humboldt State University Application for Sabbatical Leave.

(Over)

## **STANDARDS FOR PREPARATION OF SABBATICAL LEAVE REPORT**

### **I. 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 typewritten and submitted to:
  - 1. President of the University (report will be forwarded to the Library following the President's acknowledgement of its receipt); and
  - 2. Vice President for Academic Affairs.

### **II. 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; and
- D. description of tangible results of the activity, such as:
  - 1. research undertaken and results;
  - 2. publication, if any, in reference to the activity; and
  - 3. list of creative works, exhibits, or performances.