



RETURN FROM SABBATICAL LEAVE GUIDELINES

PURPOSE:

This guideline outlines the preferred format and contents of the Sabbatical Leave Report. All faculty returning from sabbatical must complete a Sabbatical Leave Report and submit it to the College of Health and Human Development Office of Faculty Affairs and Diversity, Equity, and Inclusion within two months of their return from sabbatical.

As stated in [HR99 Background Check Process](#), the self-disclosure requirement to report arrests and/or convictions within 72 hours of their occurrence is still in force during sabbatical leaves. In addition, individuals on approved leaves, such as sabbaticals, of six months or longer are required to complete a [Penn State Arrest and Conviction self-disclosure form](#) before returning to work.

FORMAT:

The Sabbatical Leave Report should be single spaced in one easy to read font (ex. Times New Roman, Arial, etc...) and be a minimum of 10 point font. The contents must include the following details:

- Name, Title, Unit, College
- Duration of Sabbatical,, Date Report Prepared
- Narrative summarizing progress and accomplishments with regard to the goals and activities initially proposed for the sabbatical in 2 to 3 pages.
- Indicate how the experience improved your capacity to serve the University.
- Appendix containing a list of publications, presentations, invited talks, paper submissions, curricular projects, outreach activities, etc. accomplished during the sabbatical.

POLICIES TO REFERENCE:

[HHD Faculty Leave Guidelines](#)
[AC17 Sabbatical Leave \(Formerly HR17\)](#)

CONTACT:

If the faculty member has outstanding questions or needs additional clarification, they may reach out to the administrative assistant of the Associate Dean of Faculty Affairs and Diversity, Equity, and Inclusion to schedule a meeting to discuss.

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