SABBATICAL LEAVE EVALUATION FORM

This form was recently removed from policy and is being provided as information for applicants as they work through the process. This form will continue to be used by the Sabbatical Leave Evaluation Committee to evaluate applications. Faculty who are applying for sabbatical do not need to fill this out. Changes to this form will be posted on the Provost Office website.

APPLICANT’S NAME ____________________________________________________________

SEMESTER(S) APPLIED FOR ______________________________________________________

PURPOSE OF LEAVE ______________________________________________________________

I--VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (30 pts.)

(For preparation and thought, consider the following: organization of the proposal, originality of the idea, thoroughness, specificity, feasibility, and preliminary work begun on project beyond planning; for documentation consider the following: itinerary, letters of appointment, letters of acceptance, and other supportive documentation if applicable.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7

Points ____

B. Benefit to University and Individual (30 pts.)

(Consider the following: contribution to applicant’s knowledge and understanding, contribution to teaching or other assigned duties at university, publications or other scholarly works resulting from project, enhancement of professional status, recognition for university, contribution to special projects or programs within university.)

Excellent 27-30; Good 22-26; Average 16-21; Poor 8-15; Unacceptable 0-7

Points ____

II. APPLICANT’S RECORD OR POTENTIAL FOR RESEARCH, TEACHING, SERVICE AND/OR OTHER PERTINENT ACTIVITY (Maximum 25 points)

(Consider the following: publications, performances, grants, post-doctoral fellowships, leaves, participation in relevant organizations, record of achievement of previous grants and leaves, evaluation by unit administrator and dean, including their assessment of the proposal and annual evaluation forms, evidence of excellence in teaching, service, or other evidence of contributions to the university, as required by the applicant’s position description.)

Excellent 23-25; Good 19-22; Average 13-18; Poor 8-12; Unacceptable 0-7

Points ____

III--SERVICE (Maximum 15 points)

(One point awarded for each year of service to university since the last sabbatical leave to a maximum of 15 points.)

Points ____

EVALUATOR ________________________________________________________________

DATE ____________________________ Total Points ____