

College Sabbatical Leave Committee – Evaluation of Sabbatical Application

Applicant's Name: _____

Department: _____

*Each reviewer should use this form as a guide for the evaluation of sabbatical applications in the college. The college sabbatical leave committee chair will complete this form following committee discussions and as a consensus of the full committee. The completed and signed form is to be turned in to the Dean's Office along with the sabbatical applications. **Please note: the signed form will be provided to the applicant.***

University policy states that in evaluating sabbatical and DIP leave applications, the quality of the proposal shall be the primary criterion. All levels of review shall provide a recommendation taking into consideration the following evaluative criteria:

Appropriateness: Sabbatical leave proposals may include, but are not limited to, the following appropriate activities (listed in no particular order):

- a course of study leading to increased mastery of the applicant's own field, or the development of an additional area of specialization within the applicant's field, or the development of a new field of specialization.
- A plan for professionally beneficial travel that will enable the applicant to further develop knowledge, skill, or expertise in a discipline/field or area of specialization within a discipline/field.
- Professional development of a scope or nature not possible through a normal workload assignment.
- Pursuit of a scholarly, research, or creative project of a scope or nature not permitted through a normal workload assignment.
- Study or experience designed to improve teaching effectiveness.
- Study or experience designed to improve professional practice.

Benefits: Sabbatical leave activities shall be focused on producing results beneficial to students; to the development of the profession or a discipline within the profession; to the University; to the CSU; and/or to the faculty member as a teacher, scholar, or professional practitioner.

Practicability: The proposed sabbatical leave activities shall be clearly defined and articulated and the proposal shall state objectives that are realistically attainable.

	Unsatisfactory	Needs Improvement	Satisfactory	Commendable	Outstanding
Appropriateness of leave activities					
Benefits – Leave activities shall be focused on producing results beneficial to					
- students					
- the development of the profession or a discipline within the profession					
- to the University					
- to the CSU					
- to the faculty member as a teacher, scholar, or professional practitioner					
Practicability of proposed leave activities					
- Activities are clearly defined and articulated					
- the stated objectives are realistically attainable					
Proposal quality					

Committee Consensus Comments regarding strengths and/or weaknesses of the proposal:

Outcome of Review:

- This proposal does not meet the stated criteria and is not recommended for funding
- This proposal meets the stated criteria and is recommended for funding.
- This proposal was incomplete and was not considered.

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

Committee Member Name

College Sabbatical Leave Committee Chair Signature

Date