**Department DIP Leave Committee – Evaluation of DIP Leave Application**

**Applicant’s Name**:

**Departmen**t:

*Each reviewer should use this form as a guide for the evaluation of DIP applications in the college. The department DIP 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 DIP applications.*

***Please note: the signed form will be provided to the applicant.***

University policy states that in evaluating 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**: DIP 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**: DIP 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 DIP activities shall be clearly defined and articulated and the proposal shall state objectives that are realistically attainable.

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| --- | --- | --- | --- | --- | --- |
|  | **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** |  |  |  |  |  |

**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.

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Department DIP Leave Committee Chair Date