

College Dean – Evaluation of Sabbatical and DIP Applications

Applicant's Name: _____

Department: _____

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

	Unsatisfactory	Needs Improvement	Satisfactory	Commendable	Outstanding	Not Addressed	Not Applicable
Appropriateness of leave activities							
Benefits – Leave activities shall be focused on producing results beneficial to: -students and/or -the development of the profession or a discipline within the profession and/or -the University and/or -the CSU and/or -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.

Other comments:
