

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

**Applicant's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

*Each reviewer should fill out this form and turn in to the committee chair so that it may 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.

	Unsatisfactory	Needs Improvement	Satisfactory	Commendable	Outstanding
<b>Appropriateness of leave activities</b>					
<b>Benefits – Leave activities shall be focused on producing results beneficial to</b>					
- 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					
<b>Practicability of proposed leave activities</b>					
- Activities are clearly defined and articulated					
- the stated objectives are realistically attainable					
<b>Proposal quality</b>					

**Comments** regarding strengths and/or weaknesses of the proposal:

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**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 Member/Chair

Date