SABBATICAL LEAVE EVALUATION FORM [rev. 7-97, 1-18]

APPLICANT’S NAME _____________________________________________________________

SEMESTER(S) APPLIED FOR _______________________________________________________

PURPOSE OF LEAVE ______________________________________________________________

I--VALUE OF PLAN (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate) (30 points)

(For preparation and thought, consider the following: organization of the application,
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 points)

(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) (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 proposed sabbatical plan
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 _____