

Rubric for Evaluation of Sabbatical and Junior Academic Leave Applications
Committee on Scholarship and Faculty Development

Applicant's Name: _____

Criteria	Outstanding 4 points	Acceptable 2-3 points	Incomplete 0-1 points	Earned Points
Narrative	The narrative clearly identifies the outcomes. The proposal clearly explains the project's significance/impact on current and future growth plans/relationship to unit plan (if applicable).	The narrative partially identifies the outcomes. The proposal partially explains the project's significance/impact on current and future growth plans/relationship to unit plan (if applicable).	The narrative vaguely identifies the outcomes. The proposal vaguely explains the project's significance/ impact on current and future growth plans/relationship to unit plan (if applicable).	
Working Schedule	The working schedule for completion is realistic and attainable.	The working schedule for completion does partially reflect the proposal.	The working schedule for completion is not realistic and attainable.	
Qualifications/CV	The application contains strong evidence of the applicant's capacity to achieve proposed goal.	The application contains some evidence of the applicant's capacity to achieve proposed goal.	The application contains weak evidence of the applicant's capacity to achieve proposed goal.	
Letters of Support	Letters of support are present and make an exceptional case for the applicant's capacity to achieve proposed goal.	Letters of support are present and speak to the applicant's capacity to achieve proposed goal.	Letters of support are absent or insufficiently support the applicant's capacity to achieve proposed goal.	
Total Score				