## EVALUATION RUBRIC FOR SABBATICAL LEAVE PROPOSAL

<table>
<thead>
<tr>
<th>Name of Applicant: ____________________________</th>
<th>Program/Library: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ semester-long sabbatical □ year-long sabbatical □ difference-in-pay leave</td>
<td></td>
</tr>
</tbody>
</table>

### OBJECTIVES

<table>
<thead>
<tr>
<th>CRITERION</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>None provided</td>
<td>Poor</td>
<td>Satisfactory</td>
<td>Good</td>
<td>Excellent</td>
<td></td>
</tr>
</tbody>
</table>

### General Attributes

- **The project and its methodologies are clearly articulated.**
  - No methodologies included
  - Project and methodologies are poorly articulated
  - Project and methodologies are adequately articulated
  - Project and methodologies are well-articulated
  - Project and methodologies are comprehensively and successfully articulated

### Appropriateness

- **The proposal clearly articulates how the project will promote additional knowledge, skills or expertise to academe and/or the greater community.**
  - Proposal does not articulate how project activities will promote additional knowledge, skills or expertise to academe and/or the greater community
  - Proposal poorly articulates how project activities will promote additional knowledge, skills or expertise to academe and/or the greater community
  - Proposal adequately articulates how project activities will promote additional knowledge, skills or expertise to academe and/or the greater community
  - Proposal provides strong rationale explaining professional benefits

### Scope/Nature of Project

- **The proposal clearly demonstrates the scope/nature of the project is not possible through normal workload assignment.**
  - Proposal does not demonstrate that the scope/nature of the project is not possible through normal workload assignment
  - Proposal poorly demonstrates that the scope/nature of the project is not possible through normal workload assignment
  - Proposal adequately demonstrates that the scope/nature of the project is not possible through normal workload assignment
  - Proposal strongly demonstrates that the scope/nature of the project is not possible through normal workload assignment

### Benefits

- **The proposal clearly articulates how the project will improve scholarly activity, teaching effectiveness, or professional practice**
  - Proposal does not articulate how project will improve scholarly activity, teaching effectiveness, or professional practice
  - Proposal poorly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice
  - Proposal adequately articulates how project will improve scholarly activity, teaching effectiveness, or professional practice
  - Proposal strongly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice

### Practicality

- **Timeframe for completion of project is realistic and attainable.**
  - No timeframe included in the proposal
  - Timeline is not specific enough. It needs a lot more detail describing the goals and outcomes.
  - Timeline is adequate, but needs more detail describing when and how the project will be carried out.
  - Timeline clearly describes the project goals, but it may be too ambitious to complete within the timeframe.
  - Timeline is excellent, demonstrating a clear timeframe with realistic goals and outcomes

### SUBTOTALS

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>20</th>
</tr>
</thead>
</table>