

SABBATICAL LEAVE EVALUATION FORM



**OFFICE OF THE PROVOST
AND EXECUTIVE VICE PRESIDENT**

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APPLICANT'S NAME
SEMESTER(S) APPLIED FOR
PURPOSE OF LEAVE

I—MERIT AND FEASIBILITY (Maximum 60 points)

A. Preparation, Thought, and Documentation (where appropriate) (30 points)
(For preparation and thought, consider the following: organization of the proposal, 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)

(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 proposal 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)

Each year of service, counting from the faculty member's initial appointment in a tenure track position or from their most recent sabbatical, whichever is less.

1 Point for every year Points

Total Points

EVALUATOR

DATE