



<b>D. Means of Measurement</b>			
What documentation will you provide to show that the sabbatical activities have been successfully completed? Means of measurement must be stated explicitly.			
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Comments:	* Documentation provides clear and valid measures for successful completion of sabbatical activities * Means of measurement are clearly and explicitly stated	* Documentation provides measures for successful completion of sabbatical activities; they could be clearer and more closely related to the project * Means of measurement are explicitly stated	* The relationship between documentation and successful completion of sabbatical activities is tenuous * It is unclear what means of measurement will be used.
<b>Part II – Sabbatical Plan</b>			
New page, required topic headings. A statement is required showing how leave will be utilized. <sup>1</sup>			
<b>A. Description of Overall Proposal</b>			
The description must define the project clearly. Explain what it is that you intend to do. State how the project relates to your assignment. Indicate how the project correlates with the objectives of district, the college, your division, and your supervisor. Substantiate the need for a one- or two-semester leave.			
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Comments	* The sabbatical project is clearly and thoroughly defined * The sabbatical activities are described in detail * The connections between the sabbatical project and your work are fully described * The correlation between your project and the objectives of your department, college, and the district are fully specified and strong.	* The sabbatical project is clearly defined * The sabbatical activities are described * The connections between the sabbatical project and your work are described * The correlation between your project and the objectives of your department, college, and the district are specified and valid	* The sabbatical project is not clearly defined * The sabbatical activities are partially or poorly described * The connections between the sabbatical project and your work are vague * The correlation between your project and the objectives of your department, college, and the district are weak and/or poorly specified
<b>B. Objectives</b>			
1. Number your objectives 2. The objectives must be clearly written in such a manner that completion can be documented 3. The objectives of the district and of the college.			
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Comments:	* Objectives are numbered * Objectives are measurable * Objectives are clearly written * Objectives reflect the sabbatical plan and activities * Objectives relate to the goals and objectives of your department, college, and/or district	* Objectives are numbered * Objectives are mostly measurable * Objectives are mostly clearly written * Objectives reflect the sabbatical plan and activities * Objectives relate to the goals and objectives of your department, college, and/or district	* Objectives are not numbered. * Objectives are not measurable * Objectives are not clearly written * The relationship between the objectives and sabbatical plan and activities is unclear * Objectives do not clearly reflect those of your department, college, and/or district
<b>C. Evidence of Completion</b>			
This is the most important section and should be carefully thought out. In this section you are indicating how you will provide documentation of completion. <sup>2</sup> If you agree to do something, be specific; avoid words such as “some” or “many.”			

<sup>1</sup> For retraining or upgrading of education preparation, give name of accredited college/university and schedule of classes you plan to take with course titles and course descriptions.

<sup>2</sup> If your sabbatical consists of taking certain courses at an accredited college, then transcripts of grades are usually sufficient. Documentation of creative projects and/or travel may be more complete; however, the committee encourages such proposals.

	Excellent	Satisfactory	Unsatisfactory
Comments:	<ul style="list-style-type: none"> <li>* All sabbatical activities are included in this section</li> <li>* Documentation of completion is specific and takes into account each activity as well as any final product</li> <li>* Documentation of completion is effectively tied to sabbatical objectives</li> </ul>	<ul style="list-style-type: none"> <li>* All sabbatical activities are included in this section</li> <li>* Documentation of completion is specific and takes into account the activities and any final project</li> <li>* Documentation of completion is tied to sabbatical objectives</li> </ul>	<ul style="list-style-type: none"> <li>* Some sabbatical activities are missing</li> <li>* Documentation of completion is vague, overly general, and/or does not take into account each activity and/or any final project</li> <li>* Documentation of completion is poorly tied to sabbatical objectives</li> </ul>

**D. Relationship to Current/Future Assignment and Improvement of Student Learning**

Indicate how the project will improve service to the college and foster significant professional and personal growth. Describe how this project will improve student learning. Specify the anticipation of improvements to student learning. Document any district, college, or academic discipline support for the project and its implementation.

	Excellent	Satisfactory	Unsatisfactory
Comments:	<ul style="list-style-type: none"> <li>* Service to the college is clearly indicated</li> <li>* The ways in which the applicant expects to achieve significant professional and personal growth are clearly explained, as are the types of anticipated growth</li> <li>* Improvements to student learning are carefully considered and described</li> <li>* Anticipated improvements to student learning are discussed in a specific manner</li> <li>* Any support for the project and its implementation from the district, college, or discipline is fully documented</li> </ul>	<ul style="list-style-type: none"> <li>* Service to the college is indicated</li> <li>* The ways in which the applicant expects to grow professionally and personally is described</li> <li>* Improvements to student learning are considered and described in generalities</li> <li>* Anticipated improvements to student learning are discussed in a general manner</li> <li>* If there is specific support for the project and its implementation from the district, college, or discipline, it is partially supported by documentation</li> </ul>	<ul style="list-style-type: none"> <li>* Service to the college is not indicated</li> <li>* It is difficult to determine what and how significant professional and personal growth will occur with this sabbatical</li> <li>* Improvements to student learning are implied and unspecific</li> <li>* Anticipated improvements to student learning are not discussed or are vague</li> <li>* Although the proposal mentions support from the district, college, or discipline, there is no documentation of this support</li> </ul>

**E. Calendar**

1. The calendar should be in sufficient detail to justify the time requested.<sup>3</sup>
2. Any preplanning activities should be indicated.<sup>4</sup>
3. Give details when each segment of the activities will take place.

	Excellent	Satisfactory	Unsatisfactory
Comments	<ul style="list-style-type: none"> <li>* The calendar is detailed, with ample activity to justify the time requested</li> <li>* Any necessary preplanning activities are clearly described</li> <li>* All elements of the sabbatical plan appear on the calendar</li> <li>* A timeline accurately shows when each element of the sabbatical plan will take place</li> </ul>	<ul style="list-style-type: none"> <li>* The calendar is detailed, with enough activity to justify the time requested</li> <li>* Any necessary preplanning activities are described</li> <li>* All elements of the sabbatical plan appear on the calendar</li> <li>* A timeline shows in a general manner when each element of the sabbatical plan will take place</li> </ul>	<ul style="list-style-type: none"> <li>* The calendar needs more detail and more activities to justify the time requested</li> <li>* Although necessary for the project, preplanning activities are poorly described or missing.</li> <li>* Some elements of the sabbatical plan are missing from the calendar</li> <li>* A timeline is present but confusing or absent</li> </ul>

<sup>3</sup> For research, writing, travel, or combination, give a complete schedule of full-time utilization of proposed project.

<sup>4</sup> i.e., fulfillment of a course you are taking now that would be a prerequisite to a sabbatical course, admission approval, travel arrangements, and so forth.

<b>F. Funding</b>			
If funding other than sabbatical rate salary is required, indicate source and agreements you have made.			
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Comments  Does not apply_____ (check)	* Funding source(s) and agreements are clearly and completely specified.	* Funding source(s) and agreements are incomplete or unclear.	* Funding sources and agreements are ambiguous or absent.
<b>G. Need for Sabbatical</b>			
Explain why the activities of the sabbatical cannot be accomplished during your regular assignment.			
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Comments:	* Explanation fully and thoroughly describes why the sabbatical activities cannot be completed while working full time * The time required to complete the activities is clearly above and beyond what one could do in a semester while also meeting basic obligations	* Explanation describes why the sabbatical activities cannot be completed while working full time * The time required to complete the activities is above and beyond what one could do in a semester while also meeting basic obligations	* Explanation does a poor job in describing why the sabbatical activities cannot be completed while working full time * The sabbatical activities are so minimal that it is difficult to justify the time away from basic semester obligations
<b>Part III. Signed Agreement</b>			
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Comments:	N/A	Form fully filled out and signed.	Sections of the form are missing. Form is not signed.
<b>Mechanics</b>			
	<b>Excellent</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Comments:	* The proposal is complete. * The abstract is no more than 2 pages. * The sabbatical plan is on a separate page. * All of the headings are used in the plan. * The proposal is free of grammar errors.	* The proposal is complete. * The abstract is no more than 2 pages. * The sabbatical plan is on a separate page. * All of the headings are used in the plan. * The proposal has minimal grammar errors that must be corrected.	* The proposal is incomplete. * The abstract is more than 2 pages. * The sabbatical plan is not on a separate page. * One or more heading is missing from the plan. * There are substantial grammar errors in the proposal.

Vote: Accept \_\_\_\_\_ Revise and Resubmit (Deadline) \_\_\_\_\_ Reject \_\_\_\_\_

Overall Comments: