Sabbatical Application Rubric

Applicant's Name				
Type of sabbatical:	Research/Writing/Travel One semester	Upgrading/Retraining Two semesters		
more applicants whose		necessary in the granting of sabbatical leads the selection shall be determined first or basis of seniority."		
abstract must be typed a and concise in your state	nd may not exceed two pages. Use the ement; do not over-generalize or use variables.	e written with care and be representative following list of topic headings in prepague statements.		
A. Need for Sabbatical		sum aabbatiaal addmass?		
wnat professional grow	th will occur and what problem will yo Excellent	Satisfactory	Unsatisfactory	
Comments:	* Problem is justified f discipline, department, college, and/or district * Expected professiona growth is clearly and	* Problem is tangential for discipline, department, college, and/or district	* Problem is unrelated to discipline, department, college, and/or district * Expected professional growth is poorly explained or	
	concisely explained * The ways in which professional growth wi support teaching or oth discipline, department, and/or college needs is clearly explained	* The ways in which professional growth will support teaching or other discipline, department, and/or college needs is addressed but	not explained * There is little connection between the professional growth and teaching or the needs and expectations of the discipline, department, and/or college	
B. Sabbatical Activities		cicarry	conege	
What do you plan to do	and how do you plan to do it?			
	Excellent	Satisfactory	Unsatisfactory	
Comments:	* Sabbatical activities a clearly and fully define * Methods are appropriate to the activities	ed defined	* Sabbatical activities are poorly defined or are incomplete * Methods are incomplete or are inappropriate to the activities	
C. Anticipated Outcom		4. 1.4.49		
How will this sabbatical	benefit our students, our college, and Excellent	Satisfactory	Unsatisfactory	
Comments:	* Benefits clearly exter beyond the applicant to students, college, and district * The positive effects of sabbatical project for students, college, and district are thoroughly explained	* While most benefits accrue to the applicant, her/his growth clearly brings positive effects to our students,	* Benefits are clear for the applicant but have little to no effect for our students, college, and/or district * The positive effects of the sabbatical project remain at the individual level, with little-to-no explanation of the benefits to students, college, and/or district	

D. Means of Measurement

What documentation will you provide to show that the sabbatical activities have been successfully completed? Means of measurement must be stated explicitly.

	Excellent	Satisfactory	Unsatisfactory
Comments:	* Documentation provides	* Documentation provides	* The relationship between
	clear and valid measures for	measures for successful	documentation and successful
	successful completion of	completion of sabbatical	completion of sabbatical
	sabbatical activities	activities; they could be	activities is tenuous
	* Means of measurement	clearer and more closely	* It is unclear what means of
	are clearly and explicitly	related to the project	measurement will be used.
	stated	* Means of measurement are	
		explicitly stated	

Part II - Sabbatical Plan

New page, required topic headings. A statement is required showing how leave will be utilized.¹

A. Description of Overall Proposal

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.

	Excellent	Satisfactory	Unsatisfactory
Comments	* The sabbatical project is	* The sabbatical project is	* The sabbatical project is not
	clearly and thoroughly	clearly defined	clearly defined
	defined	* The sabbatical activities are	* The sabbatical activities are
	* The sabbatical activities	described	partially or poorly described
	are described in detail	* The connections between the	* The connections between
	* The connections between	sabbatical project and your	the sabbatical project and
	the sabbatical project and	work are described	your work are vague
	your work are fully	* The correlation between	* The correlation between
	described	your project and the objectives	your project and the
	* The correlation between	of your department, college,	objectives of your
	your project and the	and the district are specified	department, college, and the
	objectives of your	and valid	district are weak and/or
	department, college, and the		poorly specified
	district are fully specified		
	and strong.		

B. Objectives

- 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.

	Excellent	Satisfactory	Unsatisfactory	
Comments:	* Objectives are numbered	* Objectives are numbered	bered * Objectives are not	
	*Objectives are measureable	* Objectives are mostly	numbered.	
	*Objectives are clearly	measurable	* Objectives are not	
	written	* Objectives are mostly	measurable	
	* Objectives reflect the	clearly written	* Objectives are not clearly	
	sabbatical plan and	* Objectives reflect the	written	
	activities	sabbatical plan and activities	* The relationship between	
	* Objectives relate to the	* Objectives relate to the goals	the objectives and sabbatical	
	goals and objectives of your	and objectives of your	plan and activities is unclear	
	department, college, and/or	department, college, and/or	* Objectives do not clearly	
	district	district	reflect those of your	
			department, college, and/or	
			district	

C. Evidence of Completion

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.² If you agree to do something, be specific; avoid words such as "some" or "many."

¹ 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.

² 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:	* All sabbatical activities	* All sabbatical activities are	* Some sabbatical activities	
	are included in this section	included in this section	are missing	
	* Documentation of	* Documentation of	* Documentation of	
	completion is specific and	completion is specific and	completion is vague, overly general, and/or does not take into account each activity	
	takes into account each	takes into account the		
	activity as well as any final	activities and any final project		
	product	* Documentation o completion	and/or any final project	
	* Documentation of	is tied to sabbatical objectives	* Documentation of	
	completion is effectively		completion is poorly tied to	
	tied to sabbatical objectives		sabbatical objectives	
D. Relationship to Current/Future A Indicate how the project will improve project will improve student learning. academic discipline support for the pro-	service to the college and foster Specify the anticipation of impr	r significant professional and person		
	Excellent	Satisfactory	Unsatisfactory	
Comments:	* Service to the college is	* Service to the college is	* Service to the college is not	
	clearly indicated	indicated	indicated	
	* The ways in which the	* The ways in which the	* It is difficult to determine	
	applicant expects to achieve	applicant expects to grow	what and how significant	
	significant professional and	professionally and personally	professional and personal	
	personal growth are clearly	is described	growth will occur with this	
	explained, as are the types	* Improvements to student	sabbatical	
	of anticipated growth	learning are considered and	* Improvements to student	
	* Improvements to student	described in generalities	learning are implied and	
	learning are carefully	* Anticipated improvements to	unspecific	
	considered and described	student learning are discussed	* Anticipated improvements	
	* Anticipated improvements	in a general manner	to student learning are not	
	to student learning are	* If there is specific support	discussed or are vague * Although the proposal	
	discussed in a specific manner	for the project and its implementation from the	mentions support from the	
	* Any support for the	district, college, or discipline,	district, college, or discipline,	
	project and its	it is partially supported by	there is no documentation of	
	implementation from the	documentation	this support	
	district, college, or	documentation	uns support	
	discipline is fully			
	documented			
E. Calendar	1-4-:14- :4:f414:	4-13		
 The calendar should be in sufficient Any preplanning activities should be 		sted.		
3. Give details when each segment of				
5. Give details when each segment of	Excellent	Satisfactory	Unsatisfactory	
Comments	* The calendar is detailed,	* The calendar is detailed,	* The calendar needs more	
Comments	with ample activity to	with enough activity to justify	detail and more activities to	
			actual and more activities to	
			justify the time requested	
	justify the time requested	the time requested	justify the time requested * Although necessary for the	
	justify the time requested * Any necessary	the time requested * Any necessary preplanning	* Although necessary for the	
	justify the time requested * Any necessary preplanning activities are	the time requested * Any necessary preplanning activities are described	* Although necessary for the project, preplanning activities	
	justify the time requested * Any necessary preplanning activities are clearly described	the time requested * Any necessary preplanning activities are described * All elements of the	* Although necessary for the project, preplanning activities are poorly described or	
	justify the time requested * Any necessary preplanning activities are clearly described *All elements of the	the time requested * Any necessary preplanning activities are described	* Although necessary for the project, preplanning activities	
	justify the time requested * Any necessary preplanning activities are clearly described	* Any necessary preplanning activities are described * All elements of the sabbatical plan appear on the	* Although necessary for the project, preplanning activities are poorly described or missing. * Some elements of the	
	justify the time requested * Any necessary preplanning activities are clearly described *All elements of the sabbatical plan appear on	the time requested * Any necessary preplanning activities are described * All elements of the sabbatical plan appear on the calendar * A timeline shows in a	* Although necessary for the project, preplanning activities are poorly described or missing.	
	justify the time requested * Any necessary preplanning activities are clearly described *All elements of the sabbatical plan appear on the calendar	the time requested * Any necessary preplanning activities are described * All elements of the sabbatical plan appear on the calendar * A timeline shows in a general manner when each	* Although necessary for the project, preplanning activities are poorly described or missing. * Some elements of the sabbatical plan are missing from the calendar	
	justify the time requested * Any necessary preplanning activities are clearly described *All elements of the sabbatical plan appear on the calendar * A timeline accurately	the time requested * Any necessary preplanning activities are described * All elements of the sabbatical plan appear on the calendar * A timeline shows in a	* Although necessary for the project, preplanning activities are poorly described or missing. * Some elements of the sabbatical plan are missing	

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

⁴ 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.

	e salary is required, indicate source Excellent		Unsatisfactory
<u> </u>		Satisfactory	
Comments	* Funding source(s) and	* Funding source(s) and	* Funding sources and
	agreements are clearly and	agreements are incomplete or	agreements are ambiguous or
Does not apply(check)	completely specified.	unclear.	absent.
G. Need for Sabbatical			
Explain why the activities of the sa	abbatical cannot be accomplished d		
	Excellent	Satisfactory	Unsatisfactory
Comments:	* Explanation fully and	* Explanation describes why	* Explanation does a poor jol
	thoroughly describes why	the sabbatical activities cannot	in describing why the
	the sabbatical activities	be completed while working	sabbatical activities cannot b
	cannot be completed while	full time	completed while working ful
	working full time	* The time required to	time
	* The time required to	complete the activities is	* The sabbatical activities ar
	complete the activities is	above and beyond what one	so minimal that it is difficult
	clearly above and beyond	could do in a semester while	to justify the time away from
	what one could do in a	also meeting basic obligations	basic semester obligations
	semester while also meeting		
	basic obligations		
Part III. Signed Agreement	<u> </u>	1	1
0 0	Excellent	Satisfactory	Unsatisfactory
Comments:	N/A	Form fully filled out and	Sections of the form are
comments.	1771	signed.	missing.
		Signed.	Form is not signed.
Mechanics		<u>I</u>	Torm is not signed.
vicenames	Excellent	Satisfactory	Unsatisfactory
Comments:	* The proposal is complete.	* The proposal is complete.	* The proposal is incomplete
Comments.	* The abstract is no more	* The proposar is complete. * The abstract is no more than	* The proposal is incomplete * The abstract is more than 2
	than 2 pages.	2 pages.	pages.
	* The sabbatical plan is on a	* The sabbatical plan is on a	* The sabbatical plan is not
	separate page.	separate page.	on a separate page.
	* All of the headings are	* All of the headings are used	* One or more heading is
	used in the plan.	in the plan.	missing from the plan.
	* The proposal is free of	* The proposal has minimal	* There are substantial
	grammar errors.	grammar errors that must be	grammar errors in the
		corrected.	proposal.

Vote: Accept	Revise and Resubmit ((Deadline)		Reject
Vote. Attempt	Terrise and resubline	Deadine	,	Reject

Overall Comments: