

SABBATICAL LEAVE RANKING CRITERIA AND SCORING RUBRIC

In assessing proposals, the following elements are of primary consideration:

MERIT AND RIGOR: Proposals are expected to incorporate activities of substance and quality, which demonstrate value and benefit to the applicant, students, and the District. Activities which are expected as part of a faculty member's job or professional obligation are generally not considered to be sufficient (e.g., routine course development; continuing education required for maintenance of certification/licensure). Adequate rigor, as evidenced by a full program of activities appropriate to the length of the sabbatical term requested, is a primary consideration; however, the proposal should be attainable and realistic in terms of the amount of work that can reasonably be accomplished.

CLARITY AND SPECIFICITY: The nature, reasons, and importance of the sabbatical activities must be clearly explained. A well-developed proposal should provide the committee with a clear understanding of the objectives and scope of the project and include specific descriptions of sabbatical activities. Goals, objectives, and activities should be presented in measurable terms, i.e., "will attend the XYZ conference in XYZ on XYZ date."

COHESIVENESS: The proposal should demonstrate a cohesive relationship between the stated goals and objectives with the activities. The plan of activities must support the goals and objectives.

Criteria Scoring Rubric	Excellent 5 Points	Very Good 4 Points	Good 3 Points	Needs Improvement 2 Points	Does Not Meet Criteria 1 Point
Benefit to Students Details the manner in which students will benefit from the work done during the sabbatical leave.	Includes substantial information demonstrating how student learning will be enhanced.	Includes significant/clear information demonstrating how student learning will be enhanced.	Includes sufficient information with limited details to demonstrate how student learning will be enhanced.	Includes minimal information with no details to demonstrate how student learning will be enhanced.	Does not include information demonstrating how student learning will be enhanced.
Benefit to Discipline/ Department Explains the relationship between your proposed area of study or work and your discipline or departmental responsibilities. Thoroughly describes the ways in which you and/or your academic discipline will benefit from this period of extended independent work.	Includes substantial information demonstrating the benefit to the discipline/ department.	Includes significant/clear information demonstrating benefit to the discipline/ department.	Includes sufficient information demonstrating benefit to the discipline/ department.	Includes minimal information demonstrating benefit to the discipline/ department.	Does not include information demonstrating benefit to the discipline/ department.

Criteria Scoring Rubric	Excellent 5 Points	Very Good 4 Points	Good 3 Points	Needs Improvement 2 Points	Does Not Meet Criteria 1 Point
Benefit to College/ District Demonstrates how the purpose or outcomes of this sabbatical project supports the College/ District mission, goals, and/or priorities.	Includes substantial information demonstrating benefit to the College/ District.	Includes significant/clear information demonstrating benefit to the College/ District	Includes sufficient information demonstrating benefit to the College/ District.	Includes minimal information demonstrating benefit to the College/ District.	Does not include information demonstrating benefit to the College/ District.
Appropriate and Detailed Timeline Provides sufficient detail and specificity to demonstrate activities can be completed within timeframe.	Activities are exceptionally specific, thoughtful and detailed and justify the length of time requested.	Activities are very specific, thoughtful, and detailed.	Activities are specific, detailed, and thoughtful.	Activities are either not specific, detailed or thoughtful enough.	Activities are not specific, detailed, or thoughtful.
Previous Sabbatical	Candidate has never been granted a sabbatical leave.	Previous sabbatical leave taken more than 20 years prior.	Previous sabbatical leave taken within the past 10-20 years.	Previous sabbatical leave taken within the past 10 years.	
Seniority	Candidate has more than 20 years' experience with the District.	Candidate has 10-20 years' experience with the District.		Candidate has less than 10 years' experience with the District.	