



Guild Sabbatical Review Rubric

The following evaluation rubric was created to better ensure a measure of objectivity when evaluating sabbatical applications. Please complete the rubric to help you assess each sabbatical application; the committee will share rubric scores at our sabbatical review meeting.

1 – strongly disagree 2 – disagree 3 – neutral 4 – agree 5 – strongly agree

Minimum Requirements

- Applicant has served at the institution at least 6 years Y N
- Applicant has not been awarded a sabbatical within the last 6 years Y N
- Applicant submitted a complete application Y N

If “No” to any of items stop here - Continue only if minimum qualifications are met

Details of Application

- Applicant effectively indicated preparatory work demonstrating readiness to carry out the goals. 1 2 3 4 5
- Applicant effectively demonstrated that the proposal will involve activity at least equivalent to their full-time work load. 1 2 3 4 5

Benefit to Applicant

- Applicant effectively indicated how the activity will enhance them as a leader in their department, as a professional, or as a scholar. e.g., to teaching or student learning; to programs, courses, or curriculum development; to retraining; or to an institution-specific project (e.g., one that relates to a strategic planning objective) 1 2 3 4 5

Benefit to College

- Applicant effectively communicated or described the specific impact the proposed project will have on carrying out their professional responsibilities or enhance the ability of College members to better meet the College’s Goals and/or Objectives. 1 2 3 4 5
- The proposed project aligns to the College’s Strategic Plan 1 2 3 4 5

Time Sensitivity

- Applicant provided sufficient detail to establish that the project can be completed in the time allotted. 1 2 3 4 5
- Applicant clearly defines timeline with milestones indicated to ensure project can be completed within the given time frame 1 2 3 4 5

TOTAL _____