



At-A-Glance
Criteria Indicators and Point Distributions for a Professional Development Leave Project Plan

A. Pre-Screening:

Purpose of the Leave—0 points (Yes/No Check)

B. Evaluation of PDL Project Plan (Total possible points=100):

I. Goals and Objectives – 0 to 10 points

- a) Specific objectives and goals
- b) Rigorous and realistic objectives and goals
- c) Related to Purpose

II. Timeline or Schedule – 0 to 30 points

- a) Connection: Activities to Timeline
- b) Connections: Activities/Timeline to Purpose/Outcomes
- c) Rigorous activities and realistic timeline

III. Contribution/Benefit – 0 to 24 points

- a) To Applicant
- b) To College/Institution (students, department, campus, program, and/or department)

IV. Quality of Project Plan – 0 to 30 points

- a) Organization
- b) Development
- c) Clarity

V. Individual Support – 0 to 6 points

C. Supplemental Ranking Criteria (Potential points=24):

Years of Employment at Montgomery College – 0 to 6 points

- 10+years (5-6)
- 7-10 years (3-4)
- 3-6 years (0-2)

Previous Professional Development Leave award recipient – 0 to 8 points

- Never awarded PDL (7-8)
- Previous recipient – more than 10 years since last award (5-6)
- Previous recipient – more than 7 years ago, but fewer than 10 years since last award (3-4)
- Previous award recipient – more than 3 years, but fewer than 6 years since last award (0-2)

Service to the College – 0 to 10 points

- Extensive (8-10)
- Moderate (4-7)
- Minimal (0-3)