



At-A-Glance
Criteria Indicators and Point Distributions for a Sabbatical
Leave Proposal Montgomery College

A. Pre-Screening:

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

B. Evaluation of Application Proposal (Total possible points=100):

I. Project Contribution and Benefit – 0 to 24 points

- a) To Applicant
- b) To Students
- c) To Discipline, Field, Professional Association
- d) To the College/Institution

II. Project Objectives and Outcomes – 0 to 10 points

- a) Definition
- b) Related to Purpose

III. Project Activities and Timeline – 0 to 30 points

- a) Connection: Activities to Timeline
- b) Connections: Activities/Timeline to Purpose/Outcomes

IV. Quality of Proposal – 0 to 30 points

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

V. Recommendation – 0 to 6 points

C. Post-Evaluation Ranking Criteria Additional Considerations (Total possible points=24):

Service to the College – 0 to 10 points

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

Years of Employment at Montgomery College – 0 to 6 points

- 20 or more years (5-6)
- 14 or more years, but fewer than 20 years (3-4)
- 7 or more years, but fewer than 14 years (0-2)

Previous Sabbatical award recipient – 0 to 8 points

- Never awarded sabbatical (7-8)
- Previous recipient – more than 20 years since last award (5-6)
- Previous recipient – more than 14 years ago, but fewer than 20 years since last award (3-4)
- Previous award recipient – more than 7 years, but fewer than 14 years since last award (0-2)