



Sabbatical Leave Application Evaluation & Scoring Rubric

Criteria	Excellent	Very Good	Good	Needs Improvement	Does Not Meet
Section I: Contribution/Benefit <i>The highest score awarded for these criteria is 24 points. The evaluator should evaluate all four areas of benefit (A-D) and should add all indicators for the final criteria score.</i>					
0 to 24 points possible	5-6	3-4	1-2	0	0
A) Benefit to Applicant Demonstrates how the purpose of the sabbatical project supports the personal and professional growth of the applicant. (12 points)	Includes substantial information demonstrating an increase in personal or professional knowledge that will contribute to greater job satisfaction, performance, or career goals.	Includes significant/clear information demonstrating an increase in personal or professional knowledge that may contribute to increased job satisfaction, performance, or career goals.	Includes sufficient information demonstrating an increase in personal or professional knowledge that may contribute to increased job satisfaction, performance, or career goals.	Includes minimal information demonstrating an increase in personal or professional knowledge that may contribute to increased job satisfaction, performance, or career goals.	Does not include information demonstrating an increase in personal or professional knowledge that may contribute to increased job satisfaction, performance, or career goals.
B) Benefit to Students Details the manner in which students will benefit from the work done during the sabbatical leave. (12 points)	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.
C) Benefit to Discipline, Field, Professional Association(s) 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 (12 points)	Includes substantial information demonstrating the benefit to the discipline/field/professional association.	Includes significant/clear information demonstrating benefit to the discipline/field/professional association.	Includes sufficient information demonstrating benefit to the discipline/field/professional association.	Includes minimal information demonstrating benefit to the discipline/field/professional association.	Does not include information demonstrating benefit to the discipline/field/professional association.

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D) Benefit to College/Institution Demonstrates how the purpose or outcomes of this sabbatical project supports the mission, goals and/or priorities of Montgomery College. (12 points)	Includes substantial information demonstrating benefit to the College/Institution.	Includes significant/clear information demonstrating benefit to the College/Institution.	Includes sufficient information demonstrating benefit to the College/Institution.	Includes minimal information demonstrating benefit to the College/Institution.	Does not include information demonstrating benefit to the College/Institution.
Section II: Objectives/Outcomes <i>The highest score awarded for this criteria is 10 points. Reviewers are to take into consideration <u>both</u> indicators (i.e., A and B are each worth up to 5 points).</i>					
0 to 10 points possible	5	4	3	1-2	0
A) Provides a clear, measurable, and observable statement of product and/or process outcomes that demonstrate what will be accomplished at the conclusion of the sabbatical. Statements may take various forms (e.g., narratives, bulleted lists, charts). (5 points)	All outcomes are clear and measurable. Provides a complete list of outcomes to be accomplished by the end of the sabbatical.	A majority of outcomes are clear and measurable. Provides an extensive list of outcomes to be accomplished by the end of the sabbatical.	Many outcomes are clear and measurable. Provides a list of outcomes to be accomplished by the end of the sabbatical.	Some outcomes are clear and measurable. Provides an incomplete list of outcomes to be accomplished by the end of the sabbatical.	None of the outcomes is clear and measurable. Does not provide a list of outcomes to be accomplished by the end of the sabbatical.
B) Demonstrates that the outcomes relate to the stated purpose of the sabbatical. (5 points)	All outcomes clearly relate to the sabbatical purpose.	A majority of outcomes relate to the sabbatical purpose.	Many outcomes relate to the sabbatical purpose.	Some outcomes relate to the sabbatical purpose.	None of the outcomes relates to the sabbatical purpose.

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Section III: Activities and Timeline <i>The highest score awarded for this criteria is 30 points. Reviewers are to take into consideration all three indicators (i.e., A, B, and C are each worth up to 10 points).</i>					
0 to 30 points possible	9-10	7-8	4-6	1-3	0
A) Illustrates the connections between timeline and activities. (10 points)	Connections between timeline and activities are exceptionally integrated, thoughtful, clear, and focused.	Connections between timeline and activities are very well integrated, thoughtful, clear, and focused.	Connections between timeline and activities are integrated, thoughtful, clear, and focused.	Connections between timeline and activities need greater clarity, focus, or integration.	Connections between timeline and activities are unclear, unfocused, or unintegrated.
B) Provides sufficient detail and specificity to demonstrate activities can be completed within timeframe. (10 points)	Activities are exceptionally specific, thoughtful and detailed.	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.
C) Illustrates the connections between timeline/activities and the goals/purpose to be achieved. (10 points)	Activities and timeline demonstrate that purpose will definitely be achieved.	Activities and timeline demonstrate that purpose will probably be achieved.	Activities and timeline demonstrate that purpose will likely be achieved.	Activities and timeline do not clearly demonstrate that purpose will be achieved. Some questions are raised.	Activities and timeline do not demonstrate that purpose will be achieved. Many questions are raised.
Section IV: Quality of Proposal <i>The highest score awarded for this criteria is 30 points. Reviewers are to take into consideration all three indicators (i.e., A, B, and C are each worth up to 10 points).</i>					
0 to 30 points possible	9-10	7-8	4-6	1-3	0
A) Organization Illustrates the cause and effect relationship between the purpose of the proposal and the benefits, the outcomes, and the timelines. (10 points)	The cause and effect relationship is thoroughly and extensively articulated: how the purpose results in the benefits/outcomes; how the purpose can be achieved through the Activities/Timeline.	The cause and effect relationship is complete and well-defined: how the purpose results in the benefits/outcomes; how the purpose can be achieved through the Activities/Timeline.	The cause and effect relationship is evident, but may lack clarity or specifics in how the purpose results in the benefits/outcomes; in how the purpose can be achieved through the Activities/ Timeline.	The cause and effect relationship is vague and lacks clarity or specifics in how the purpose results in the benefits/outcomes; in how the purpose can be accomplished through the Activities/Timeline.	The cause and effect relationship is absent. No indication as to how the purpose results in the benefits/outcomes; how the purpose can be accomplished through the Activities/Timeline.
B) Thoroughness Provides thoroughly developed concepts and	Concepts are extensively developed and integrated in original and innovative ways.	Concepts are fully developed and integrated in original and innovative ways. Proposal	Most concepts are fully developed and integrated. Proposal contains many good	Concepts lack full development and integration. Proposal contains some	Concepts are undeveloped and lack integration. Proposal does not contain sufficient

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specific details and/or examples. (10 points)	Proposal contains great details/examples.	contains well-defined specific details/examples.	details/ examples.	details and/or examples	details and/or examples.
C) Clarity The writing is coherent, logical, and effectively organized, with well-constructed sentences. (10 points)	Paragraphing, transitions between paragraphs and sequencing are exceptionally coherent and logical, creating superb bridges between ideas. Sentence structure communicates extremely effectively.	Paragraphing, transitions between paragraphs and sequencing are remarkably coherent and logical, creating very effective bridges between ideas. Sentence structure communicates very effectively.	Paragraphing, transitions between paragraphs and sequencing are coherent and logical, creating effective bridges between ideas. Sentence structure communicates effectively.	Paragraphing, transitions between paragraphs, and sequencing lack some coherence or logic, thus, not providing adequate bridging between ideas. Sentence structure does not consistently communicate effectively.	Paragraphing, transitions between paragraphs, and sequencing lack coherence and/or logic, thus, creating confusion between ideas. Sentence structure impedes the communication of ideas.
Recommendations <i>The highest score awarded for this criteria is 6 points.</i>					
(0 to 6 points)	Fully Support 5-6	Support with Minor Reservations/Concerns 3-4	Support with Major Reservations/Concerns 1-2	Do Not Support 0	
The level or strength of support from the department chair, dean, sponsor and/or colleague	All candidates' recommendations indicate full support of candidate's sabbatical proposal.	Candidates' recommendation(s) indicate some minor concern about candidate's sabbatical proposal.	Candidates' recommendation(s) indicate some major concern(s) about candidate's sabbatical proposal.	Candidates' recommendation(s) do not indicate any support of candidate's sabbatical proposal.	