

**SABBATICAL SCORING RUBRIC**

<b>NARRATIVE</b>					
<b>BACKGROUND, OBJECTIVES, &amp; ACTIVITIES (45-60%)</b>	<b>50</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
<i>Project Purpose &amp; Goals</i>					
· Clearly Defined Purpose		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
· Project Preparation & Groundwork		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
· Disciplinary Relevance & Appropriateness		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
· Organized & Well-Structured		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
· Well-defined Objectives & Goals		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
<i>Activities &amp; Outcomes</i>					
· Clear & Understandable Methodology or Plan		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
· Appropriate & Well-formulated Activities		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
· Realistic & Clearly-defined Timeline		<input type="checkbox"/> 6.3	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.1	<input type="checkbox"/> 0.0
<b>Subtotal</b>					

**Comments:**

<b>WRITING: GRAMMAR &amp; COMPOSITION 10%</b>	<b>10</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
· Grammar, Spelling, Paragraph Structure		<input type="checkbox"/> 10.0	<input type="checkbox"/> 6.7	<input type="checkbox"/> 3.3	<input type="checkbox"/> 0.0
· Completeness & Correct Formatting					
· Relevant/Appropriate References & Source Citations					

**Comments:**

<b>SUPPORTING DOCUMENTATION 10%</b>	<b>10</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
· Letter of Support - Supervisor (Required)		<input type="checkbox"/> 10.0	<input type="checkbox"/> 6.7	<input type="checkbox"/> 3.3	<input type="checkbox"/> 0.0
· Letters of Support - Colleagues					
· Logistical, Cooperative & Collaborative Support Letters (if applicable)					

**Comments:**

<b>PROFESSIONAL ADVANCEMENT 10-20%</b>	<b>15</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
· Clearly Delineated Professional Outcomes		<input type="checkbox"/> 15.0	<input type="checkbox"/> 10.0	<input type="checkbox"/> 5.0	<input type="checkbox"/> 0.0
· Impact on Professional Growth & Career					
· Appropriate Dissemination Plan for Results (e.g. Presentation & Publication)					

**Comments:**

<b>COLLEGE CRITERIA &amp; TENETS 0 - 10%</b>	<b>5</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
Relates to the strategic plan of the college/school/unit		<input type="checkbox"/> 5.0	<input type="checkbox"/> 3.3	<input type="checkbox"/> 1.7	<input type="checkbox"/> 2.0

**Comments:**

<b>ABSTRACT &amp; VITA 5%</b>	<b>5</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>

<ul style="list-style-type: none"> <li>· Abstract Length &amp; Format</li> <li>· Clarity of Project Synopsis in Abstract</li> <li>· Concise &amp; Relevant Vita Content &amp; Structure</li> </ul>		<input type="checkbox"/> 5.0 <input type="checkbox"/> 3.3 <input type="checkbox"/> 1.7 <input type="checkbox"/> 0.0
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**Comments:**

<b>PREVIOUS SABBATICALS 0-5%</b>	5	None	One or More
- First time sabbaticals may be given greater weighting		<input type="checkbox"/> 5.0	<input type="checkbox"/> 0.0

Maximum Points    100

<b>Total Points</b>
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Notes: This rubric template will be used by all College Sabbatical Review Committees. There is, however, fl  
Note: Rubric template formulas updated 9/19/22 by P. Zani; formulas automatically update weight change

Max. Pts.
50

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exibility for each College to shape the rubric to reflect its priorities. There are seven possible categories. Some categories



have a fixed percentage. The Narrative, Professional Development, College Tenents and Criteria, and Previous Sabbaticals





categories have adjustable percentage allotments that each College Sabbatical Review Committee will determine within th



the allowable range. The total percentage award must total 100. It is possible that a category could be excluded--awarded 0



0 percentage points. One caveat: While this rubric will calculate scores depending on the assigned percentage, the stated



point values in the Excellent, Good, Satisfactory, and Poor columns will not change. This would require reprogramming the





e rubric sheet, which is not feasible now but is a goal for the next sabbatical round. Finally, all rubrics should include review



ver comments for each category so that applicants