

**SABBATICAL SCORING RUBRIC**

**COLS**

NARRATIVE						Max. Pts.
<b>BACKGROUND, OBJECTIVES, &amp; ACTIVITIES (45-60%)</b>	52	Excellent	Good	Satisfactory	Poor	<b>52</b>
<i>Project Purpose &amp; Goals</i>						
· Clearly Defined Purpose		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
· Project Preparation & Groundwork		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
· Disciplinary Relevance & Appropriateness		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
· Organized & Well-Structured		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
· Well-defined Objectives & Goals		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
<i>Activities &amp; Outcomes</i>						
· Clear & Understandable Methodology or Plan		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
· Appropriate & Well-formulated Activities		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
· Realistic & Clearly-defined Timeline		<input type="checkbox"/> 6.5	<input type="checkbox"/> 4.3	<input type="checkbox"/> 2.2	<input type="checkbox"/> 0.0	0.0
Subtotal						<b>0.0</b>

Comments:

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

Comments:

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

Comments:

<b>PROFESSIONAL ADVANCEMENT 10-20%</b>	20	Excellent	Good	Satisfactory	Poor	<b>20.0</b>
· Clearly Delineated Professional Outcomes						
· Impact on Professional Growth & Career		<input type="checkbox"/> 20.0	<input type="checkbox"/> 13.3	<input type="checkbox"/> 6.7	<input type="checkbox"/> 0.0	0.0
· Appropriate Dissemination Plan for Results (e.g. Presentation & Publication)						<b>0.0</b>

Comments:

<b>COLLEGE CRITERIA &amp; TENETS 0 - 10%</b>	0	Excellent	Good	Satisfactory	Poor	<b>0.0</b>
· Example: Outside Funding Sources		<input type="checkbox"/> 0.0	<input type="checkbox"/> 0.0	<input type="checkbox"/> 0.0	<input type="checkbox"/> 2.0	0.0
· Example: Year-long Sabbatical						<b>0.0</b>

Comments:

<b>ABSTRACT &amp; VITA 5%</b>	5	Excellent	Good	Satisfactory	Poor	<b>5.0</b>
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· Abstract Length & Format		<input type="checkbox"/>	5.0	<input type="checkbox"/>	3.3	<input type="checkbox"/>	1.7	<input type="checkbox"/>	0.0	0.0
· Clarity of Project Synopsis in Abstract		<input type="checkbox"/>	5.0	<input type="checkbox"/>	3.3	<input type="checkbox"/>	1.7	<input type="checkbox"/>	0.0	0.0
· Concise & Relevant Vita Content & Structure		<input type="checkbox"/>	5.0	<input type="checkbox"/>	3.3	<input type="checkbox"/>	1.7	<input type="checkbox"/>	0.0	<b>0.0</b>

Comments:

<b>PREVIOUS SABBATICALS 0-5%</b>	<b>3</b>	None	One or More	<b>3.0</b>		
- First time sabbaticals may be given greater weighting		<input type="checkbox"/>	3.0	<input type="checkbox"/>	0.0	0.0

**0**

Maximum Points 100

**Total Points** **0**

Notes: This rubric template will be used by all College Sabbatical Review Committees. There is, however, flexibility for  
Note: Rubric template formulas updated 9/19/22 by P. Zani; formulas automatically update weight changes made to cc



each College to shape the rubric to reflect its priorities. There are seven possible categories. Some categories have a fix



red percentage. The Narrative, Professional Development, College Tenents and Criteria, and Previous Sabbaticals categ





ories have adjustable percentage allotments that each College Sabbatical Review Committee will determine within the a



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



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



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





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



e reviewer comments for each category so that applicants