

**SABBATICAL SCORING RUBRIC**

NARRATIVE	College %	Committee Allocation				Max. Pts.
	↓	Excellent	Good	Satisfactory	Poor	
<b>BACKGROUND, OBJECTIVES, &amp; CONTENT (45 - 60%)</b>	50					<b>50</b>
<i>Project Purpose &amp; Goals</i>						
· Clearly Defined Purpose		<input type="checkbox"/> 5.8	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.5	<input type="checkbox"/> 0.8	
· Project Preparation & Groundwork		<input type="checkbox"/> 6.7	<input type="checkbox"/> 5	<input type="checkbox"/> 3.3	<input type="checkbox"/> 1.7	
· Disciplinary Relevance & Appropriateness		<input type="checkbox"/> 5.8	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.5	<input type="checkbox"/> 0.8	
· Organized & Well-Structured		<input type="checkbox"/> 6.7	<input type="checkbox"/> 5	<input type="checkbox"/> 3.3	<input type="checkbox"/> 1.7	
· Well-defined Objectives & Goals		<input type="checkbox"/> 5.8	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.5	<input type="checkbox"/> 0.8	
<i>Activities &amp; Outcomes</i>						
· Clear & Understandable Methodology or Plan		<input type="checkbox"/> 6.7	<input type="checkbox"/> 5	<input type="checkbox"/> 3.3	<input type="checkbox"/> 1.7	
· Appropriate & Well-formulated Activities		<input type="checkbox"/> 6.7	<input type="checkbox"/> 5	<input type="checkbox"/> 3.3	<input type="checkbox"/> 1.7	
· Realistic & Clearly-defined Timeline		<input type="checkbox"/> 5.8	<input type="checkbox"/> 4.2	<input type="checkbox"/> 2.5	<input type="checkbox"/> 0.8	
<b>Subtotal</b>						<b>0</b>

Comments (optional):

<b>WRITING: GRAMMAR &amp; COMPOSITION 10%</b>	10	Excellent	Good	Satisfactory	Poor	10
· Proper Grammar, Spelling, Paragraph Structure						
· Completeness & Correct Formatting		<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 5	<input type="checkbox"/> 2	
· Proper Reference & Source Citations						<b>0</b>

Comments (optional):

<b>SUPPORTING DOCUMENTATION 10%</b>	10	Excellent	Good	Satisfactory	Poor	10
· Letter of Support – Libraries Director						
· Letters of Support - Colleagues		<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 5	<input type="checkbox"/> 2	
· Logistical, Cooperative & Collaborative Support Letters (if applicable)						<b>0</b>

Comments (optional):

<b>PROFESSIONAL ADVANCEMENT 10-20%</b>	20	Excellent	Good	Satisfactory	Poor	20
· Clearly Delineated Professional Outcomes						
· Impact on Professional Growth & Career		<input type="checkbox"/> 20	<input type="checkbox"/> 15	<input type="checkbox"/> 10	<input type="checkbox"/> 5	
· Appropriate Dissemination Plan for Results (e.g. Presentation & Publication)						<b>0</b>

Comments (optional):

<b>COLLEGE CRITERIA &amp; TENETS 0 - 10%</b>	0	Excellent	Good	Satisfactory	Poor	0
· Example: Outside Funding Sources		<input type="checkbox"/> 10	<input type="checkbox"/> 7	<input type="checkbox"/> 5	<input type="checkbox"/> 2	
· Example: Year-long Sabbatical						<b>0</b>

Comments (optional):

<b>ABSTRACT &amp; VITA 5%</b>	<b>5</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>5</b>				
· Proper Abstract Length & Format · Succinct & Clear Project Synopsis in Abstract · Concise & Relevant Vita Content & Structure			5		4		3		1	<b>0</b>

Comments (optional):

<b>PREVIOUS SABBATICALS 0 - 5%</b>	<b>5</b>	<b>None</b>	<b>One</b>	<b>Two or More</b>	<b>5</b>			
- First time sabbaticals may be given greater weighting			5		2		0	<b>0</b>

Maximum Points 100

<b>Total Points</b>	<b>0</b>
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