

## Sabbatical Leave Rating Sheet

Name of Applicant: \_\_\_\_\_

### Prior Sabbatical Leave received?

- a. yes
- b. no

### Type of Proposal (circle one or more)

- a. research
- b. creative or descriptive work
- c. post-degree study
- d. intensive industry experience through internship
- d. other \_\_\_\_\_

### Purpose and rationale.

1. Is the purpose of the proposed project clear? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

2. Are the outcomes specified so that the contributions of the project support the College's mission? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

3. Are the outcomes likely to enhance the employee's effectiveness, positively impacting/increasing student learning? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

4. Is the project well grounded in theory, previous scholarly work, artistic development, and/or professional advances? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

### **Procedure/Methods/Plan of Attack**

1. Does the proposal show a clear and well developed plan to ensure desired outcomes? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

2. Are methods or procedures well designed for the problem/project? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

3. Are the procedures feasible considering the time and resources available? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

4. Have travel plans or choice of other institution been adequately justified in the light of the purpose and rationale for the project? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

5. If the research is to be conducted in the Orlando area, are local resources adequate? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

**Proposer's Background and Qualifications.**

1. Does the proposal demonstrate that the employee's background and qualifications are suitable for the project? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

2. Does the proposal make clear how the project will advance the employee's capacity to contribute to the College's objectives? (3=Exceptional; 2=Acceptable; 1=Not yet acceptable)

Comments:

**Recommendations**

Support from Dean/Supervisor? (Name) \_\_\_\_\_

- a. yes
- b. no

Recommend:

\_\_\_\_\_ yes, unconditional

\_\_\_\_\_ yes, conditional

Specify conditions:

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\_\_\_\_\_ do not recommend

Signature(s) of Reviewer(s)

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