PROFESSIONAL STANDARDS SABBATICAL PROPOSAL EVALUATION RUBRIC\*

|  |  |  |
| --- | --- | --- |
| **Rating Instructions:**  **Rate each measure on a 1-5 rating scale (5 is high), unless otherwise indicated.** | **Quality**  **Rating**  **( 1 – 5 )** | **Comments** |
| Written Proposal: The proposal is complete and of high quality. | | |
| The proposal includes a clear statement of purpose and objectives. |  |  |
| The objectives are clear, concise, and measurable. |  |  |
| The proposal includes a detailed description of proposed activities for each objective. |  |  |
| The proposal includes an appropriate method of evaluation. |  |  |
| There is a clear plan for sharing the results of the proposed project. |  |  |
| The proposal includes a budget and/or resources support statement. |  |  |
| The applicant is well prepared for proposed activities. |  |  |
| The proposal is signed by the applicant and by the applicant’s dean. | Yes/No |  |
| Time Allocation:  The time requested is thoughtfully considered and reasonably reflects the proposed activities. | | |
| A reasonable breakdown of the requested time is given. | Yes/No |  |
| The proposal addresses at least one the following criteria in LRCFT Contract, Section 11.6.4, including studies, projects, or activities to (indicate all that apply): | | |
| 1. Retrain for new assignment |  |  |
| 1. Upgrade skills in current assignment |  |  |
| 1. Improve curriculum, educational delivery systems, or services to students |  |  |
| 1. Revise certificates and degrees |  |  |
| 1. Explore feasibility of new programs or revision of existing programs |  |  |
| 1. Explore enhancement of student access or success at the course, program, or institutional levels |  |  |
| The applicant has explored alternative sources of funding. | Yes/No |  |
| The applicant has received a prior sabbatical for substantially the same activities. | Yes/No |  |
| The applicant has included college service information from a recent self-study. | Yes/No |  |
| This is for one-time-only funding. | Yes/No |  |
| Value: The proposal benefits (indicate all that apply): | | |
| The faculty member | Yes/No |  |
| The students | Yes/No |  |
| The college | Yes/No |  |
| The community | Yes/No |  |
| Sharing: The proposal clearly describes how the outcomes of the project will be shared. | | |
| Venues: |  |  |
| **Total Points** |  |  |
| *Additional Comments:* |  |  |

\*Criteria for the Rubric (refer to the LRCFT Contract, Article 11 and the College/District Goals and Missions Statement)