

**SABBATICAL LEAVE AWARD  
Evaluation Form**

Applicant's Name \_\_\_\_\_ Department \_\_\_\_\_ College \_\_\_\_\_

Project Title: \_\_\_\_\_

Check Type of Project:     Community Service                       Professional Development  
    Program Development                       Research/Creative Activity

Score                      Evaluation Category

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\_\_\_\_\_                      **OVERVIEW OF THE PROJECT (10 points)**  
How well has the applicant explained what the project will accomplish?  
Related the project to the Purpose of the Award? Related the project to the  
applicant's background?  
Reviewer Comments

\_\_\_\_\_                      **GOALS AND OBJECTIVES (10 points)**  
Has the applicant described the goals and objectives of the project clearly and  
concretely? How consistent are these goals with the Purpose of the Award?  
Reviewer Comments

\_\_\_\_\_                      **PROJECT DESCRIPTION: USE OF TIME AND RESOURCES (30 points)**  
Has the applicant adequately described the progress of the project and the  
resources needed? Is the need for full-time release adequately justified? Is this  
project likely to be successful and to serve the Purpose of the Award?  
Reviewer Comments

(see reverse)

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PROJECT OUTCOMES (20 points)

Are the benefits and value of the project clearly articulated? Are these benefits and value consistent with the Purpose of the Award? Are the benefits likely to be achieved?

Reviewer Comments

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PREDICTORS OF A SUCCESSFUL PROJECT: APPLICANT BACKGROUND, PREPARATION, AND TRACK RECORD (20 points)

Does the applicant have the specialized knowledge and skill required for the project? If additional expertise or access to infrastructure is needed, has access to these resources been documented? Has the applicant established a record of completing projects and setting and accomplishing professional goals?

Reviewer Comments

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DEPARTMENT/COLLEGE EVALUATIONS (10 points)

Do the evaluations at previous levels indicate strong support for the significance and potential contributions of the project? Indicate confidence in the relevant capabilities of the applicant? Indicate confidence that the project will be completed as proposed? Indicate special merit or deficiency?

Reviewer Comments

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SUBTOTAL

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DEDUCTION FOR VIOLATIONS OF FORMAL REQUIREMENTS (maximum

10

point deduction)

- submitted within the deadline
- contains all required elements
- title page/abstract + narrative do not exceed 10 pages
- double-spaced
- one side only
- 12-pt. font
- 1" margins
- separate page attached to CV listing internal/external awards pending or secured last 7 years

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TOTAL