**Sabbatical Leave Application Rating Sheet**

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| Name of Applicant: |  | Date: |  |

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| --- | --- | --- | --- | --- |
| Employment Date: |  |  | # Previous Sabbaticals: |  |

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| Rating Criteria: |  | Rating:(1 – 10) |  | Weight Factor | Total |
| 1. | Merit and value of the proposed activity to the instructional program or service areas of the College |  |  | X  | 4.0  | = |  |
| 2. | Merit and value of the proposed activity to the applicant's professional growth and enrichment |  |  | X  | 4.0  | = |  |
| 3. | Statement from division dean, department chairperson or associate dean, and/or colleagues |  |  | X  | 3.0  | = |  |
| 4. | Evidence of planning, preparation, and clarity in the proposal |  |  | X  | 4.0  | = |  |
| 5. | Appropriateness of time requested |  |  | X  | 2.0  | = |  |
| 6. | Recency of last sabbatical leave (1 point for each year since last leave) |  |  | X | 1.0 | = |  |
| 7. | Number of years of service to the College as an academic employee(1 point for each year beyond the 7 year requirement) |  |  | X | 1.0 | = |  |
| 8. | Number of previous sabbatical leaves (10 points – deduct 1.5 points for each previous semester of leave) |  |  | X | 1.0  | = |  |
|  |  |  | TOTAL POINTS: |  |  |

Directions to Committee member:

* Points shall not be rounded off.
* Regarding criteria 6:

The equivalence of seven (7) full-time consecutive years of service may be accumulated by summing consecutive years of part-time (30 LHE is equivalent to 1 year) with full-time assignments, if any.

* Regarding criteria 6, 7 & 8:

The Office of Instruction will predetermine this information.

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| Committee Member: |  | Date: |  |