

**University of Wyoming**  
**EVALUATION RUBRIC FOR SABBATICAL LEAVE PROPOSAL**

Objectives	Criterion	Rating Scale				
		0	1	2	3	4
		None provided	Poor	Satisfactory	Good	Excellent
<b>Purpose of the Project</b>	<b>The project and its methodologies are clearly articulated.</b>	No methodologies included	Project and methodologies are poorly articulated.	Project and methodologies are adequately articulated.	Project and methodologies are well articulated.	Project and methodologies are comprehensively and successfully articulated.
<b>Scholarly Productivity</b>	<b>The proposal builds on a foundation of scholarly accomplishments.</b>	No evidence of scholarly activity included.	The scholarly record indicates minimal activity within the past few years.	The scholarly record indicates modest but acceptable productivity consistent with the discipline.	The scholarly record indicates above-average productivity consistent with the discipline.	The scholarly record indicates strong and sustained productivity as evidenced by publications, grants, performances and national and international recognition.
<b>Goals</b>	<b>Proposed goals are well defined and demonstrably proportionate to the length of leave.</b>	Goals are not provided.	Goals are not clearly defined and do not appear proportionate to the length of leave (too little/too much).	Goals are defined and proportionate to length of leave.	Goals are well defined and proportionate to length of leave.	Goals are well defined and demonstrably proportionate to length of leave.
<b>Feasibility of Project</b>	<b>The proposal clearly demonstrates the scope and nature of the project is not possible through normal workload assignment.</b>	Proposal does not demonstrate that the scope/nature of the project is not possible through normal workload assignment.	Proposal poorly demonstrates that the scope/nature of the project is not possible through normal workload assignment	Proposal adequately demonstrates that the scope/nature of the project is not possible through normal workload assignment	Proposal strongly demonstrates that the scope/nature of the project is not possible through normal workload assignment	Convincing discussion of why project can't be achieved during normal workload assignments
<b>Project Impact</b>	<b>The proposal delineates significant benefits to the university community and aligns to the University's strategic plan.</b>	Proposal does not articulate how project activities will promote additional knowledge, skills or expertise to the university and/or the greater community and how it aligns with the University's strategic plan.	Proposal poorly articulates how project activities will promote additional knowledge, skills or expertise to university and/or the greater community and how it aligns with the University's strategic plan.	Proposal adequately articulates how project activities will promote additional knowledge, skills or expertise to the university and/or the greater community and how it aligns with the University's strategic plan.	Proposal provides strong rationale explaining professional benefits and how it aligns with the University's strategic plan.	Proposal provides compelling rationale explaining professional benefits and how it aligns with the University's strategic plan.
<b>Professional Growth</b>	<b>The proposal clearly states how the project will enhance and improve the applicant's professional competence or growth.</b>	Proposal does not articulate how project will improve scholarly activity, teaching effectiveness, or professional practice	Proposal poorly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice	Proposal adequately articulates how project will improve scholarly activity, teaching effectiveness, or professional practice	Proposal strongly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice	Proposal convincingly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice
<b>Timeline</b>	<b>The timeline clearly includes the stated goals and it delineates specific activities to complete these and is realistic and attainable.</b>	No timeframe included in the proposal	Timeline is not specific enough. It needs a lot more detail describing the goals and outcomes.	Timeline is adequate, but needs more detail describing when and how the project will be carried out.	Timeline clearly describes the project goals, but it may be too ambitious to complete within the timeframe.	Timeline is excellent, demonstrating a clear timeframe with realistic goals and outcomes

<b>Previous Leaves</b>	<b>Outcomes from past sabbaticals/professional development leaves clearly articulated.</b>	Outcomes from past leave(s) are not included.	Outcomes from past leave(s) are poorly articulated.	Outcomes from past leave(s) are adequately articulated.	Outcomes from past leave(s) are well articulated.	Outcomes from past leave(s) are comprehensively and successfully articulated.
<b>Need for Travel</b>	<b>The project requires travel.</b>	Travel is not addressed.	Travel is minimal, minor adjustments to other duties is possible (e.g., providing some online classes)	Some travel needed for project, evidence that other workload cannot be adjusted and/or completed w/o leave	Considerable travel is needed for project, evidence that other duties cannot be completed w/o leave.	Extensive travel is needed to complete project.