University of Wyoming
SAMPLE ANALYTIC EVALUATION RUBRIC FOR SABBATICAL LEAVE PROPOSAL

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Criterion</th>
<th>0 None provided</th>
<th>1 Poor</th>
<th>2 Satisfactory</th>
<th>3 Good</th>
<th>4 Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of the Project</td>
<td>The project and its methodologies are clearly articulated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Project and methodologies are poorly articulated.</td>
</tr>
<tr>
<td>Goals</td>
<td>Proposed goals are well defined and demonstrably proportionate to the length of leave.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Goals are not provided.</td>
</tr>
<tr>
<td>Feasibility of Project</td>
<td>The proposal clearly demonstrates the scope and nature of the project is not possible through normal workload assignment.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Proposal poorly demonstrates that the scope/nature of the project is not possible through normal workload assignment</td>
</tr>
<tr>
<td>Project Impact</td>
<td>The proposal delineates significant benefits to the university community and aligns to the University’s strategic plan.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Proposal adequately demonstrates that the scope/nature of the project is not possible through normal workload assignment</td>
</tr>
<tr>
<td>Professional Growth</td>
<td>The proposal clearly states how the project will enhance and improve the applicant’s professional competence or growth.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Proposal strongly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice</td>
</tr>
<tr>
<td>Timeline</td>
<td>The timeline clearly includes the stated goals and it delineates specific activities to complete these and is realistic and attainable.</td>
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<td></td>
<td></td>
<td></td>
<td>Timeline is excellent, demonstrating a clear timeframe with realistic goals and outcomes</td>
</tr>
<tr>
<td>Previous Leaves</td>
<td>Outcomes from past sabbaticals/professional development leaves clearly articulated.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Outcomes from past leave(s) are well articulated.</td>
</tr>
</tbody>
</table>

**Objective 1: Purpose of the Project**
- **0 None provided**: No methodologies included.
- **1 Poor**: Project and methodologies are poorly articulated.
- **2 Satisfactory**: Project and methodologies are adequately articulated.
- **3 Good**: Project and methodologies are well articulated.
- **4 Excellent**: Project and methodologies are comprehensively and successfully articulated.

**Objective 2: Goals**
- **0 None provided**: Goals are not provided.
- **1 Poor**: Goals are not clearly defined and do not appear proportionate to the length of leave (too little/too much).
- **2 Satisfactory**: Goals are defined and proportionate to length of leave.
- **3 Good**: Goals are well defined and proportionate to length of leave.
- **4 Excellent**: Goals are well defined and demonstrably proportionate to length of leave.

**Objective 3: Feasibility of Project**
- **0 None provided**: Proposal does not demonstrate that the scope/nature of the project is not possible through normal workload assignment.
- **1 Poor**: Proposal poorly demonstrates that the scope/nature of the project is not possible through normal workload assignment.
- **2 Satisfactory**: Proposal adequately demonstrates that the scope/nature of the project is not possible through normal workload assignment.
- **3 Good**: Proposal strongly demonstrates that the scope/nature of the project is not possible through normal workload assignment.
- **4 Excellent**: Convincing discussion of why project can’t be achieved during normal workload assignments.

**Objective 4: Project Impact**
- **0 None provided**: 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.
- **1 Poor**: Proposal poorly 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.
- **2 Satisfactory**: 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.
- **3 Good**: Proposal provides strong rationale explaining professional benefits and how it aligns with the University’s strategic plan.
- **4 Excellent**: Proposal provides compelling rationale explaining professional benefits and how it aligns with the University’s strategic plan.

**Objective 5: Professional Growth**
- **0 None provided**: Proposal does not articulate how project activities will improve scholarly activity, teaching effectiveness, or professional practice.
- **1 Poor**: Proposal poorly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice.
- **2 Satisfactory**: Proposal adequately articulates how project will improve scholarly activity, teaching effectiveness, or professional practice.
- **3 Good**: Proposal strongly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice.
- **4 Excellent**: Proposal convincingly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice.

**Objective 6: Timeline**
- **0 None provided**: No timeframe included in the proposal.
- **1 Poor**: Timeline is not specific enough. It needs a lot more detail describing the goals and outcomes.
- **2 Satisfactory**: Timeline is adequate, but needs more detail describing when and how the project will be carried out.
- **3 Good**: Timeline clearly describes the project goals, but it may be too ambitious to complete within the timeframe.
- **4 Excellent**: Timeline is excellent, demonstrating a clear timeframe with realistic goals and outcomes.

**Objective 7: Previous Leaves**
- **0 None provided**: Outcomes from past leave(s) are not included.
- **1 Poor**: Outcomes from past leave(s) are poorly articulated.
- **2 Satisfactory**: Outcomes from past leave(s) are adequately articulated.
- **3 Good**: Outcomes from past leave(s) are well articulated.
- **4 Excellent**: Outcomes from past leave(s) are comprehensively and successfully articulated.