<table>
<thead>
<tr>
<th>Objectives</th>
<th>Criterion</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of the Project</td>
<td>The project and its methodologies are clearly articulated.</td>
<td>No methodologies included</td>
<td>Project and methodologies are poorly articulated.</td>
<td>Project and methodologies are adequately articulated.</td>
<td>Project and methodologies are well articulated.</td>
<td>Project and methodologies are comprehensively and successfully articulated.</td>
</tr>
<tr>
<td>Scholarly Productivity</td>
<td>The proposal builds on a foundation of scholarly accomplishments.</td>
<td>No evidence of scholarly activity included.</td>
<td>The scholarly record indicates minimal activity within the past few years.</td>
<td>The scholarly record indicates modest but acceptable productivity consistent with the discipline.</td>
<td>The scholarly record indicates above-average productivity consistent with the discipline.</td>
<td>The scholarly record indicates strong and sustained productivity as evidenced by publications, grants, performances and national and international recognition.</td>
</tr>
<tr>
<td>Goals</td>
<td>Proposed goals are well defined and demonstrably proportionate to the length of leave.</td>
<td>Goals are not provided.</td>
<td>Goals are not clearly defined and do not appear proportionate to the length of leave (too little/too much).</td>
<td>Goals are defined and proportionate to length of leave.</td>
<td>Goals are well defined and proportionate to length of leave.</td>
<td>Goals are well defined and demonstrably proportionate to length of leave.</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>Proposal does not demonstrate that the scope/nature of the project is not possible through normal workload assignment.</td>
<td>Proposal poorly demonstrates that the scope/nature of the project is not possible through normal workload assignment.</td>
<td>Proposal adequately demonstrates that the scope/nature of the project is not possible through normal workload assignment.</td>
<td>Proposal strongly demonstrates that the scope/nature of the project is not possible through normal workload assignment.</td>
<td>Convincing discussion of why project can’t be achieved during normal workload assignments.</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>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.</td>
<td>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.</td>
<td>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.</td>
<td>Proposal provides strong rationale explaining professional benefits and how it aligns with the University’s strategic plan.</td>
<td>Proposal provides compelling rationale explaining professional benefits and how it aligns with the University’s strategic plan.</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>Proposal does not articulate how project will improve scholarly activity, teaching effectiveness, or professional practice.</td>
<td>Proposal poorly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice.</td>
<td>Proposal adequately articulates how project will improve scholarly activity, teaching effectiveness, or professional practice.</td>
<td>Proposal strongly articulates how project will improve scholarly activity, teaching effectiveness, or professional practice.</td>
<td>Proposal convincingly 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>
<td>No timeframe included in the proposal.</td>
<td>Timeline is not specific enough. It needs a lot more detail describing the goals and outcomes.</td>
<td>Timeline is adequate, but needs more detail describing when and how the project will be carried out.</td>
<td>Timeline clearly describes the project goals, but it may be too ambitious to complete within the timeframe.</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>Outcomes from past leave(s) are not included.</td>
<td>Outcomes from past leave(s) are poorly articulated.</td>
<td>Outcomes from past leave(s) are adequately articulated.</td>
<td>Outcomes from past leave(s) are well articulated.</td>
<td>Outcomes from past leave(s) are comprehensively and successfully articulated.</td>
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<td>Need for Travel</td>
<td>The project requires travel.</td>
<td>Travel is not addressed.</td>
<td>Travel is minimal, minor adjustments to other duties is possible (e.g., providing some online classes)</td>
<td>Some travel needed for project, evidence that other workload cannot be adjusted and/or completed w/o leave</td>
<td>Considerable travel is needed for project, evidence that other duties cannot be completed w/o leave.</td>
<td>Extensive travel is needed to complete project.</td>
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</tbody>
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