



# SALARY AND LEAVES COMMITTEE

## 2020-21

### SABBATICAL LEAVE APPLICATION RATING SHEET

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Employment Date: \_\_\_\_\_ # Previous Sabbaticals: \_\_\_\_\_

**Rating Criteria:**

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	=	[ ]
<b>TOTAL POINTS:</b>				[ ]

**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.

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_