

SABBATICAL SCORING RUBRIC

COFAC

NARRATIVE

BACKGROUND, OBJECTIVES, & ACTIVITIES (45-60%)	54	Excellent	Good	Satisfactory	Poor
<i>Project Purpose & Goals</i>					
· Clearly Defined Purpose		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
· Project Preparation & Groundwork		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
· Disciplinary Relevance & Appropriateness		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
· Organized & Well-Structured		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
· Well-defined Objectives & Goals		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
<i>Activities & Outcomes</i>					
· Clear & Understandable Methodology or Plan		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
· Appropriate & Well-formulated Activities		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
· Realistic & Clearly-defined Timeline		<input type="checkbox"/> 6.8	<input type="checkbox"/> 4.5	<input type="checkbox"/> 2.3	<input type="checkbox"/> 0.0
Subtotal					

Comments:

WRITING: GRAMMAR & COMPOSITION 10%	10	Excellent	Good	Satisfactory	Poor
· Grammar, Spelling, Paragraph Structure					
· Completeness & Correct Formatting		<input type="checkbox"/> 10.0	<input type="checkbox"/> 6.7	<input type="checkbox"/> 3.3	<input type="checkbox"/> 0.0
· Relevant/Appropriate References & Source Citations					

Comments:

SUPPORTING DOCUMENTATION 10%	10	Excellent	Good	Satisfactory	Poor
· Letter of Support - Supervisor (Required)					
· Letters of Support - Colleagues		<input type="checkbox"/> 10.0	<input type="checkbox"/> 6.7	<input type="checkbox"/> 3.3	<input type="checkbox"/> 0.0
· Logistical, Cooperative & Collaborative Support Letters (if applicable)					

Comments:

PROFESSIONAL ADVANCEMENT 10-20%	20	Excellent	Good	Satisfactory	Poor
· Clearly Delineated Professional Outcomes					
· Impact on Professional Growth & Career		<input type="checkbox"/> 20.0	<input type="checkbox"/> 13.3	<input type="checkbox"/> 6.7	<input type="checkbox"/> 0.0
· Appropriate Dissemination Plan for Results (e.g. Presentation & Publication)					

Comments:

COLLEGE CRITERIA & TENETS 0 - 10%	0	Excellent	Good	Satisfactory	Poor
· <i>Example: Outside Funding Sources</i>		<input type="checkbox"/> 0.0	<input type="checkbox"/> 0.0	<input type="checkbox"/> 0.0	<input type="checkbox"/> 2.0
· <i>Example: Year-long Sabbatical</i>					

Comments:

ABSTRACT & VITA 5%	5	Excellent	Good	Satisfactory	Poor

<ul style="list-style-type: none"> · Abstract Length & Format · Clarity of Project Synopsis in Abstract · Concise & Relevant Vita Content & Structure 		<input type="checkbox"/> 5.0 <input type="checkbox"/> 3.3 <input type="checkbox"/> 1.7 <input type="checkbox"/> 0.0
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Comments:

PREVIOUS SABBATICALS 0-5%	1	None	One or More
- First time sabbaticals may be given greater weighting		<input type="checkbox"/> 1.0	<input type="checkbox"/> 0.0

Maximum Points 100

Total Points

Notes: This rubric template will be used by all College Sabbatical Review Committees. There is, however, flexibility. Note: Rubric template formulas updated 9/19/22 by P. Zani; formulas automatically update weight changes

Max. Pts.
54

0.0
0.0
0.0
0.0
0.0

0.0
0.0
0.0

0.0

10.0

0.0

0.0

10.0

0.0

0.0

20.0

0.0

0.0

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0.0

0.0

5.0

0.0

0.0

1.0

0.0

0

0

ibility for each College to shape the rubric to reflect its priorities. There are seven possible categories. Some categories t

have a fixed percentage. The Narrative, Professional Development, College Tenents and Criteria, and Previous Sabbatical:

s categories have adjustable percentage allotments that each College Sabbatical Review Committee will determine withir

in the allowable range. The total percentage award must total 100. It is possible that a category could be excluded--awards

ded 0 percentage points. One caveat: While this rubric will calculate scores depending on the assigned percentage, the s

stated point values in the Excellent, Good, Satisfactory, and Poor columns will not change. This would require reprogram

ming the rubric sheet, which is not feasible now but is a goal for the next sabbatical round. Finally, all rubrics should inclu

Provide reviewer comments for each category so that applicants