

## Professional Development Leave Application Scoring Sheet, 2022-2023

Insert your sub-total score for each section in the white boxes. Sum all sub-totals and enter number into the blue box for the total score ( $\max = 100$ ); the second blue box shows the total post-evaluation points ( $\max = 24$ ).

Applicant_				
-				

Pre-Screening: Purpose of the Leave (0 points: Y/N n Applicant provided a clearly defined statement that a sabbatical.		s the es	ssential	purpos	e of the	
Section I: Objectives/Outcomes (0-10 points)		4	3	1-2	0	
A. Provides a clear, measurable, and observable statement of product and/or process outcomes that demonstrate what will be accomplished at the conclusion of the Professional Development leave. Statements may take various forms (e.g., narratives, bulleted lists, charts). (ex: 4 points)						
B. Demonstrates that the outcomes relate to the stated purpose of the Professional Development leave. (ex: 4 points)						
C. Outcomes are significant and magnitude of project justifies the length of time requested. (ex: 2 points)						
Subtotal						
Section II: Activities and Timeline (0-30 points)		7-8	4-6	1-3	0	
A. Illustrates the connections between timeline and activities. (ex: 8 points)						
B. Provides sufficient detail and specificity to demonstrate activities can be completed within timeframe. (ex: 8 points)						
C. Illustrates the connections between timeline/activities and the goals/purpose to be achieved. (ex: 8 points)						
D. Timeline reflects substantive activities that fill the leave period and realistically can be completed during the timeframe. (ex: 6 points)						
Subtotal						
Section III: Contribution/Benefit  Evaluate all four areas of benefit and add each rating for the final score.(0-24 points)	11-12	8-10	4-7	1-3	0	

A. Benefit to Applicant						
B. Benefit to College/Institution						
Subtotal						
Section IV: Quality of Project Plan (0-30 points)	9-10	7-8	4-6	1-3	0	
A. Organization Illustrates the cause and effect relationship between the purpose of the project plan and the benefits, the outcomes, and the timelines.						
B. Thoroughness Provides thoroughly developed concepts and specific details and/or examples.						
C. Clarity The writing is coherent, logical, and effectively organized, with well-constructed sentences.						
Subtotal						
Recommendations (0-6) points Pick only one	5-6	3-4	1-2	0		
Fully support						
Support with minor reservations/concern						
Support with major reservations/concern						
Do not support						
Subtotal		-				
Grand Total (add all subtotals and enter the amount here)						

Post Evaluation Ranking Crit	eria				
If needed, to prioritize and rank	proposals after t	hey have been o	evaluated with the	e 100 point	
criteria. Total of 24 possible add		•		· ·	
	Extensive	Moderate	Minimal		
Service to MC	8-10 points	4-7 points	0-3 points		
Subtotal					
	11 or +	7-10 years	3-6 years		
Years of Employment at MC	5-6 points	3-4 points	0-2 points		
Subtotal					
	Never	> 10 years	7-10 years	3-6 years	
	7-8 points	ago	ago	ago	
Previous Award Recipient		5-6 points	3-4 points	0-2 points	
Subtotal					
Sum Sub-Totals					

Notes: