MONTGOMERY COLLEGE

Sabbatical Leave Application Scoring Sheet, 2023-2024

Insert your sub-total score for each section in the gray box. The first yellow box is the total score (max = 100); the second yellow box shows the total post-evaluation points (max = 24).

Applicant: _____

Section I: Evaluate all four areas; add only the two highest ratings for the final score.

Contribution/Benefit (0-24 points)	11-12	8-10	4-7	1-3	0	Subtotals
A. Benefit to Applicant						
B. Benefit to Students						
C. Benefit to Discipline, Field, Professional Association(s)						
D. Benefit to College/Institution						
Subtotal						

Section II-V: Evaluate and score each area by adding ALL points within each category.

CATEGORY: Objectives/Outcomes (0-10 points)	5	4	3	1-2	0	Subtotal
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 sabbatical.						
B. Demonstrates that the outcomes relate to the stated purpose of the sabbatical.						
Subtotal	0	0	0	0	0	0

CATEGORY: Activities and Timeline (0-30 points)	9-10	7-8	4-6	1-3	0	Subtotal
A. Illustrates the connections between timeline and activities.						
B. Provides sufficient detail and specificity to demonstrate activities can be completed within timeframe.						
C. Illustrates the connections between timeline/activities and the goals/purpose to be achieved.						
Subtotal	0	0	0	0	0	0

CATEGORY: Quality of Proposal (0-30 points)	9-10	7-8	4-6	1-3	0	Subtotal
A. **Organization** Illustrates the cause and effect relationship between the purpose of the proposal 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	0	0	0	0	0	0
CATEGORY: Recommendation (0-6 points) Pick only one	5-6	3-4	1-2	0		Subtotal
Fully support						
Support with minor reservations/concern						
Support with major reservations/concern						
Do not support						
Subtotal						0
Grand Total (add all subtotals and enter the amount here)						

Post Evaluation Ranking Criteria

To prioritize and rank proposals after they have been evaluated with the 100 point criteria. Total of 24 possible additional points.					
Service to MC	Extensive 8-10	Moderate 4-7	Minimal 0-3		
Subtotal					0
Years of Employment at MC	20 or + 5-6	14 -19 years 3-4	7-13 years 0-2		
Subtotal					0
Previous Award Recipient	Never 7-8	> 20 years ago 5-6	14-20 years ago 3-4	7-13 years ago 0-2	
Subtotal					¢
Sum Subtotals					

Notes: