

Montgomery College
Staff Professional Development Leave Application
Evaluation Criteria and Indicators in Detail

Pre-Screening: Purpose of the Leave (0 points: Y/N check)

Applicants should provide a clearly defined statement that addresses the essential purpose of the sabbatical.

(relates to application sections II and III)

The purpose of a Professional Development Leave is to provide staff the opportunity to “Engage in a program of scholarly or academic pursuit which will enhance the individual’s professional development in his or her role as an employee at Montgomery College, such as:

- a program of professional renewal or development
- scholarly or academic study
- preparation of a text or other major literary work
- completion of a degree.”

Evaluation of Project Plan (Total of 100 points)

To prioritize and rank project plans.

(relates to application section VII A-D)

Goals and Objectives (0 to 10 points)

Applicants should provide a brief (1-2 paragraphs) description of their professional development project plan and an overview of the project that includes the specific goals and objectives of their project plan, e.g., what he/she plans to accomplish during the leave. The outcomes must be assessable, clearly articulated, and relate to the stated purpose of the Professional Development leave. In addition, the outcomes must be of significance and magnitude that justify the length of time requested. Statements may take various forms, including narrative, bulleted lists, tables, charts, etc.

Timeline or Schedule (0 to 30 points)

Clearly demonstrate that the proposed sabbatical is of a significant magnitude that will fill the leave period and can be completed during that time frame. The proposal should include a clearly delineated schedule/timeline with corresponding activities that demonstrate the outcomes of the leave.

Contribution/Benefit (0 to 24 points)

The professional development project plan should address both areas below:

Benefit to Applicant (0 to 12 points)

The applicant should explain how the leave relates to and supports their professional development goals, e.g., how the program of study or project will benefit them, and how it relates to and supports their professional development goals.

Benefit to the College (0 to 12 points)

The applicant should explain how their program of study or project will contribute to and benefit Montgomery College, and how it relates to the achievement of the College’s overall goals and objectives, e.g., how students will benefit from the work done during the professional development leave, how the work will relate to their department and/or profession, or ways in which the College, campus, program and/or department will benefit from the project plan.

Quality of the Project Plan: Organization, Thoroughness, and Clarity (0 to 30 points)

The project plan should be a well-organized and developed document in a typed, double-spaced format that can be easily understood by a colleague from another department, profession, or unit.

Organization: Cause and effect relationship between elements of the project plan is clearly defined (*e.g.*, clearly describes how the purpose contributes to/results in the benefits; how the purpose relates to/results in the **Outcomes**; how the purpose can be accomplished through the Activities/Timeline.

Thoroughness: Project plan contains specific details and/or examples. Ideas are thoroughly developed.

Clarity: The writing is coherent, logical, and effectively organized, with well-constructed sentences.

Internal Support (0 to 6 points)

Level or strength of support from the supervisor and administrator:

- Strongly support (5-6 points)
- Support (3-4 points)
- Support with Reservations (1-2 point)
- Do Not Support (0 points)

Post Evaluation Ranking Criteria

To prioritize and rank proposals after they have been evaluated according to the 100 point criteria outlined above. Total of 24 possible additional points.

(relates to application section I)

Years of Employment at Montgomery College (0 to 6 points)

11+ or more years (5-6 points)

7-10 years (3-4 points)

3-6 (0-2 points)

(relates to application section IV)

Previous Award Recipient (0 to 8 points)

Never been an award recipient (7-8 points)

Previous award recipient – more than 10 years ago since last award (5-6 points)

Previous award recipient – more than 7 years ago, but fewer than 10 years since last award (3-4 points)

Previous award recipient – more than 3 years ago, but fewer than 6 years since last award (0-2 points)

Candidate's Contributions to the College (0 to 10 points)

Applicants should list and briefly describe the five most significant contributions they have made to Montgomery College over the past three years. Examples of service may include: Collegewide Committees, Governance Councils, Campus-based Committees, Voluntary service/support provided to other College units/departments.

Extensive service (8-10 points): Service that involves commitment significantly beyond expected staff responsibilities and involves significant contributions.

Moderate service (4-7 points): Service that involves commitment beyond expected staff responsibilities and involves some major contributions.

Minimal service (0-3 points): Service that involves expected staff responsibilities and involves minor contributions.