

Montgomery College
Faculty Sabbatical 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.

The purpose of a sabbatical leave is to provide faculty the opportunity to engage in purposeful work which contributes to their professional growth and/or renewal for a period of at least one semester. Examples of eligible sabbatical activities include:

1. complete a book or other scholarly work that is of value to the individual and the academic community;
2. participate in research or a project of at least one semester's duration or more which would result in improvement in the applicant's overall competency for responsibilities at the College;
3. participate in research or a project of at least one semester's duration or more which would result in the overall enhancement of the student experience at the College;
4. take part in some organized community project designed to improve relations between the College and the community;
5. travel, provided such travel has a direct bearing on the particular subject matter field or educational methodology of the instructor;
6. participate in a semester or year-long institute;
7. take graduate courses that enhance or update the faculty member's teaching or knowledge of his/her discipline;
8. participate in an internship/externship which would enhance or update the faculty member's understanding of their discipline or field;
9. complete a part of a graduate degree or certificate program.

Evaluation of Application Proposal (Total of 100 points)

To prioritize and rank proposals after they have been evaluated.

I. Contribution/Benefit (0 to 24 points)

The sabbatical proposal should address **at least 2 out of 4** of these areas (A – D). Please demonstrate how the proposal addresses a genuine need, reflects depth and quality of thought, and a commitment to excellence and/or innovation.

A. Benefit to Applicant (0 to 12 points)

Demonstrate how the purpose of the sabbatical project supports personal and professional growth.

B. Benefit to Students (0 to 12 points)

Detail the manner in which students will benefit from the work done during the sabbatical leave. Examples could include, but are not limited to:

- How you will impart information/skills gathered during the sabbatical leave to the students in your classes
- How your teaching/counseling/advising methods and techniques will improve as a result of the sabbatical leave

- What new courses, curricula, counseling/advising strategies, or Honors modules will result from this sabbatical leave

C. Benefit to Discipline, Field, Professional Association (0 to 12 points)

Explain the relationship between your proposed area of study or work and your discipline or departmental responsibilities. Thoroughly describe the ways in which you and/or your academic discipline will benefit from this period of extended independent work. Examples may include, but are not be limited to:

- Conducting research that will enable you to be more knowledgeable in the academic discipline;
- Writing a scholarly paper, completing a book, contributing a chapter to a book, presenting an original paper to a conference, or developing a portfolio of art or literature;
- Completing a major portion of a program of study, such as a residency requirement for an advanced degree, course requirements for a professional certificate, or a semester-long institute.

D. Benefit to the College/Institution (0 to 12 points)

Demonstrate how the purpose or outcomes of this sabbatical project supports the mission, strategic and/or academic goals and priorities of Montgomery College.

II. Objectives/Outcomes (0 to 10 points)

Provide a clear list of the process and/or product outcomes to be accomplished by the conclusion of the sabbatical period. The outcomes must be assessable, clearly articulated, and relate to the stated purpose of the sabbatical. Statements may take various forms, including narrative, bulleted lists, tables, charts, etc.

III. Activities and Timeline (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 sabbatical.

IV. Quality of the Proposal: Organization, Thoroughness, and Clarity (0 to 30 points)

The proposal should be clear enough that a reviewer from an unrelated discipline will understand the purpose and the outcomes and the timeline.

Organization:

Cause and Effect relationship between elements of the proposal is clearly defined; e.g. it is clear how the purpose contributes to/results in the benefits; how purpose relates to/results in the Outcomes; how the purpose can be accomplished through Activities/Timeline.

Thoroughness:

Proposal contains specific details and/or examples. Ideas are thoroughly developed.

Clarity:

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

V. Recommendations (0 to 6 points)

Level or strength of support from the department chair, dean, vice president and provost, sponsor and/or colleague.

- Fully support (5-6 points)
- Support with Minor Reservations/Concerns (3-4 points)
- Support with Major Reservations/Concerns (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.

Service to the College (0 to 10 points)

Briefly describe your service to the College, what was addressed, what was accomplished/achieved, impact and benefit to the institution (maximum 400 words).

Some examples of service may include:

- *Service as Department Chair or Coordinator*
- *College Wide Committees/ Governance Councils*
- *Campus based Committees*
- *Department/discipline Committees*

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

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

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

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

20 or more years (5-6 points)

14 or more years, but fewer than 20 years (3-4 points)

7 or more years, but fewer than 14 years (0-2 points)

Previous Award Recipient (0 to 8 points)

Never been award recipient (7-8 points)

Previous award recipient --more than 20 years ago since last award (5-6 points)

Previous award recipient – more than 14 years ago, but fewer than 20 years since last award (3-4 points)

Previous award recipient – more than 7 years ago, but fewer than 14 years since last award (0-2 points)