WCU Sabbatical Application Scoring Guide

# Years of service score— up to 10 points

This score is calculated by the SaLe committee chair based on years of service and any prior sabbaticals taken, using the formula provided in Section F.3 of the WCU Sabbatical Policy.

# Project score—up to 70 points

## Project merit

Project is evaluated based on description of merit provided in Section C of the WCU Sabbatical Policy. An application receiving a top score will meet the description of highest merit.

## Project description

An application receiving a top score will meet all these criteria:

* Is well written.
* Uses language appropriate for a general academic audience.
* Explains the significance and potential impact of the sabbatical project(s).
* Clearly describes the work that the project(s) will entail.
* Provides specific outcomes and/or products that will result from this project.
	+ Including information such as targeted journals, publishers, performance venues, conferences, etc. will strengthen this section.
* Addresses any variables that might impact the project.
* Scholarly/creative project work includes appropriate scope, methodologies, activities, etc.
* Professional development activities are well-developed and articulated. They also clearly relate to the faculty member’s work.
* Leaves the readers feeling they fully understand the project and how it will be completed.

## Work plan and supporting documents

An application receiving a top score will meet all these criteria:

* Justifies the need for sabbatical time to complete project(s).
* Provides a clear timeline that connects all project work to the sabbatical period.
* Leaves no gaps where readers are unsure what work will be completed.
* Shows the project is correctly sized for the length of sabbatical requested.
* Includes a budget and/or letter(s) of support if required by the nature of the project.
	+ Letters confirm partnerships and access to necessary materials, spaces, etc.
	+ Budget is clear and detailed.

## Benefits to applicant, discipline, university, and/or community

An application receiving a top score will meet all these criteria:

* Clearly describes how the project will benefit the applicant by enhancing their teaching, developing professional competence, and/or increasing their ability to serve the academic community.
* Clearly describes how the project will benefit the university, the applicant’s discipline, and/or the wider community.

# Service—up to 20 points

Scoring is based on Section D of the WCU Sabbatical Policy. An application receiving a top score will meet all these criteria:

* Describes significant service activities that have been undertaken since the last sabbatical.
* Describes leadership positions in service that have been undertaken since the last sabbatical.
* Provides context for time commitment/impact of service obligations.