SABBATICAL PROPOSAL EVALUATION FORM INSTRUCTION SHEET

Please use the accompanying Sabbatical Review Sheet both to provide useful feedback on the proposal, which will be shared with the applicant, and to develop a numerical rating for the proposed sabbatical leave. The overall application numerical rating, which takes into account the merits of the proposed project, career stage, and past academic contributions, will be submitted to ORSP prior to the Council proposal review meeting. Mean scores, calculated from all Council member scores, will form the basis for discussion of the proposals. Numerical ratings may contain decimals.

Proposal ratings are confidential and should not be discussed outside of the URCA Council meetings. Please see the attached document “Hallmarks of a Successful Sabbatical Proposal at Various Career Stages and Trajectories” for examples of various types of appropriate sabbatical projects and how they might be approached.

Note that applicant failure to follow proposal guidelines in terms of length and language appropriately targeted to a non-specialist audience is grounds for downgrading the merit score.
Hallmarks of a Successful Sabbatical Proposal at Various Career Stages and Trajectories

**Early-career** (within 5 years of tenure)
The sabbatical proposal extends the results of recent scholarly activity or further development of scholarship after significant teaching/service contributions.

Examples of meritorious projects:
- Conversion of published articles into a book
- Analysis of accumulated data for publication
- Preparation of a grant proposal for external funding to continue a successful project
- Expanding an existing collection of creative works

**Later-career scenario I**
(mid-career: 6-10 years from tenure or late-career: > 10 years from tenure)
Recent academic contributions, beyond effective teaching, have focused on curriculum development or service to department or university, and have shifted away from scholarship.
The sabbatical proposal focuses on restarting a program of scholarly activity.

The merit of the proposed project will be judged on the **significance** of its outcome to the academic discipline and the university, as well as the **feasibility** of the methods proposed to reach the outcome.

**Later-career scenario II**
(mid-career: 6-10 years from tenure or late-career: > 10 years from tenure)

Academic contributions beyond effective teaching have included a balance of scholarship and service.
The sabbatical proposal includes evidence of **continuous scholarly productivity**.

Examples of meritorious projects:
- Any of the activities listed for early-career faculty (first column)
- Proposal to shift direction of research; merit will be judged on the **significance** of the outcome to the academic discipline and the university, and demonstrated preparedness of the proposer to move into the new area.
- Initiating a “high-risk/high reward” line of investigation; merit is enhanced if proposer demonstrates high level of sustained scholarly productivity.
Sabbatical Review Sheet

- Narrative is 10 pages or less double-spaced
- Past contributions/qualifications section is 3 pages or less double-spaced
- Understandable to a reader in any discipline

(For the following please note items that could be improved in order to assist applicant in future proposals.)

(1) Concept: To what degree are the project goals/aims clear? (10 points maximum)

(2) Outcomes and Scope: To what degree are the project plan and expected outcomes clear? Does the applicant successfully argue for the significance of the project? Is the project of a type and scope to warrant time reassignment? (10 points maximum)

(3) Plan, Logistics, Timeframe: Are the timeline and project plan reasonable and congruent with one another? Are logistical considerations appropriately addressed? (10 points maximum)

(4) Deliverables and Benefits: What are the contributions of this project to students, the university, and/or academic discipline? (10 points maximum)
(5) **Record**: To what degree do past accomplishments in scholarship, teaching, service and EDI merit consideration for a sabbatical? (10 points maximum)

(6) **Career Arc**: To what degree does the proposed project support the longer-range professional goals of the applicant? (10 points maximum)

**Faculty member is:**

**Career Stage**
- □ Early-career (within 5 years of tenure)
- □ Mid-career (6-10 years from tenure)
- □ Late-career (> 10 years from tenure)

**Scholarship**
- □ Continuing scholarship trajectory
- □ Expanding scholarship trajectory
- □ Launching a new scholarship direction
- □ Re-establishing a sustainable program of scholarly/creative activity

**Overall application score on a scale of 0 to 60 ____**

**50-60**: Application is strong in most to all areas; This is an outstanding proposal and the sabbatical leave should be supported.

**40-49**: Application has many strengths; This is a good proposal and the sabbatical leave is one you would reluctantly see declined in a very intense competition.

**25-39**: Application has some strengths; This is an average proposal and the sabbatical leave demonstrates no particularly remarkable characteristics which might warrant a higher priority.

**15-24**: Significant reservations about the application; This is a fair proposal and the sabbatical leave has some merit, but it is one for which you have substantial reservations.

**0-14**: Application is not understood or is not at all appropriate for a sabbatical; This sabbatical leave does not warrant support.