

College of Education
Guidelines and Rubric for Sabbatical Leave Applications
Effective Fall 2018

Overview

Sabbatical applications will be reviewed based on 4 criteria. The descriptions and rubric below have been drafted based on Academic Senate Policy 97-10.

- **Clarity and strength of plan** (15 points): Clearly state purpose and goals, specific activities to be undertaken, timeline(s), and outcomes/products as a result of the sabbatical. If relevant, it may also be useful to describe any prior or subsequent work related to the sabbatical (e.g., related work undertaken to prepare specifically for the sabbatical project and/or that which will follow the sabbatical).
- **Benefits** (15 points): Describe anticipated benefits to the institution. The Academic Senate has identified 3 categories of benefits, and each is valued equally. *It is not necessary to speak to all of the benefits*; rather, speak to only those which are likely to come from the project. Assessment of the proposal will result in a single score based on the overall quality of the description of benefits, not how many different benefits are identified. Overall, projects must provide a benefit to CSULB (which also shall be considered a benefit to the CSU). The following are considered of value to the university (with examples of each following):
 - Instructional effectiveness: intellectual growth of applicant, exploration of new methodologies (excluding any work toward a terminal degree), research that will contribute to instructional effectiveness; and/or,
 - Scholarly and creative: contributions such as publications, exhibits, etc.; and/or
 - University-community interrelationships: Projects or research activities that involve university-community partnerships and benefit CED students and/or academic programs.
- **Necessity of leave** (15 points): Articulate why leave is needed (e.g., given the scope or intensity of the project) to accomplish the proposed work. Please describe why you need the equivalent of a one semester leave instead of an assigned time award given the scope and intensity of your project.
- **Faculty history** (15 points): Articulate and provide evidence of prior training and background, history of productivity, and connection to prior work.

Materials for Submission

- Written proposal of 5-8 pages, single spaced and 1" margins, 12-point font
- CV or Professional Data Sheet
- Most recent sabbatical/difference in pay leave report (if applicable)
- If applicable to proposal, invitation/award letters or other relevant documents (e.g., Fulbright invitations, letters of support, visiting appointment, book prospectus or contract)
- No additional artifacts or materials are necessary

Rubric

Name	Clarity of plan (15 pts)	Benefits (15 pts)	Necessity of Leave (15 pts)	Faculty History (15 pts)	Total (60 pts)	Comments