# PPAC Sabbatical Evaluation Rubric

The Professional Placement and Advancement Committee (PPAC) will use the following rubric to evaluate the six criteria specified in the AHE contract.

## Excerpt from the AHE contract:

N. Sabbatical Leaves, 7. PPAC recommendations are made to the appropriate Vice President based upon the six Clark College/AHE criteria listed below:

1. Value of the project to the College/unit/department
2. Quality of the project and proposal
3. Any potential RIF application
4. Feasibility of achieving the goals of the project
5. Length of service to the College
6. Equitable distribution of sabbatical leave among College departments.

## Value of the project to the college/unit/department.

Applicant has specified in proposal that the project has value for (might be one item or any combination of the following):

|  | Strong | Adequate | Minimal | Not Specified | N/A | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| The individual applicant. Some examples might include:   * Strengthen or increase knowledge in discipline * Enhance or extend skills * Gain inspiration/perspective/revived enthusiasm * Produce new work (research, writing, artwork, etc. * Strengthen understanding of social equity. |  |  |  |  |  |  |

|  | Strong | Adequate | Minimal | Not Specified | N/A | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| Colleagues/Department. Some examples might include:   * Applicant provides opportunities (workshops, meetings, written reports, etc.) for colleagues to:   + Strengthen or increase knowledge in discipline   + Enhance or extend skills   + Strengthen understanding of social equity. * Bring new topic areas within the discipline (new course, concepts) |  |  |  |  |  |  |
| Students. Some examples might include:   * Develop strategies for creating equitable student outcomes * Improve curriculum * Enhance or rethink pedagogy * Improve classroom methodology * Improve assessment methods * Create or redesign classroom materials/tools (i.e. technology, models, etc.) |  |  |  |  |  |  |
| The College. Some examples might include:   * Fosters an inclusive campus climate * Project includes or results in:   + Public performances and/or publications   + Leadership development/role for the applicant or others   + Conference presentations or other public presentations. |  |  |  |  |  |  |

Criteria A (If Criteria A, B and D do not meet criteria, this application will not be recommended).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Meets Criteria | Does Not Meet Criteria | Comments |
| Applicant must rank as “Adequate” or “Strong” in at least one of the above categories. |  |  |  |

## Quality of the project and proposal

|  | Strong | Adequate | Minimal | Not Specified | N/A | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| Meets one of the following purposes: study, research, creative activities |  |  |  |  |  |  |
| Proposal provides a clearly stated purpose |  |  |  |  |  |  |
| Proposal provides a detailed time sequence for completion of project |  |  |  |  |  |  |

### Important Considerations:

Key considerations in these guidelines focus on the clarity of writing and expression of ideas in the proposal.

Criteria B (If Criteria A, B and D do not meet criteria, this application will not be recommended).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Meets Criteria | Does Not Meet Criteria | Comments |
| For Criteria B to be acceptable, each of the above categories must rank as “Adequate” or “Strong” |  |  |  |

## Any potential RIF application

### Important Considerations:

Faculty involved with the RIF process have first priority if their sabbatical involves training that allows them to avoid being affected by a RIF. Administration rather than the committee will decide about recommendation of Sabbatical. This criterion does not impact the completion of the application.

## Feasibility of achieving the goals of the project

|  | Feasible | Not Feasible | Not Specified | N/A | Comments |
| --- | --- | --- | --- | --- | --- |
| Activities described in proposal support goals as described in proposal. |  |  |  |  |  |
| Resources needed to complete activities and meet goals are available |  |  |  |  |  |
| The given time sequence for completion of project is feasible. |  |  |  |  |  |

### Important Considerations:

Applicants must demonstrate that they have thought through all of the activities and identified any that might be considered prerequisites to others. Their plan must provide information that can be used to assess the feasibility of the plan.

Criteria D (If Criteria A, B and D do not meet criteria, this application will not be recommended).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Meets Criteria | Does Not Meet Criteria | Comments |
| For Criteria D to be acceptable, each of the above categories must rank as “Feasible” or “Not Feasible” |  |  |  |

## Length of service to the College

|  | Quarter | Year |
| --- | --- | --- |
| If the applicant has previously had a sabbatical, how long has it been since the last sabbatical? | Choose an item. |  |
| How long have you worked at Clark College full-time? | Choose an item. |  |

### Important Considerations:

This criterion does not affect the completion of the application.

## Equitable distribution of sabbatical leave among College departments.

### Important Considerations:

The committee is in the process of developing criteria by which to evaluate this criterion. This criterion does not impact the completion of the application.

## Overall Comments