Faculty Senate Sabbatical Review Sub-Committee				
SABBATICAL REVIEW WORK SHEET				
Faculty Member**:**				
Department/Division:				
College				
Leave Period Proposed:				
Proposal Initiative:				
Evaluator(s):				
Evaluation Date:				
Step 1: ELIGIBILITY CHECK				
(a) Full-time tenured or tenured-track instructional faculty and full-time administrative faculty				
(b) After six years of service at CNU, and may reapply after intervals of no less than six years of service after receiving a sabbatical.				
(c) The terms of the sabbatical enable a recipient to elect to use one full academic year, nine months, at one-half salary, or one semester (fall or spring) at full salary.				
If all answers are "yes", go to step 2; otherwise STOP.				
Step 2: APPLICATION PROCEDURES CHECK				
(a) Timeliness				
(b) Completeness of Application				
(c) Use of Approved Format and Forms				
(d) Departmental Recommendation (for a Chair, the Dean's Recommendation				
(e) Professional Resume				
If all answers are "yes", go to step 3; otherwise STOP.				
Step 3: CRITERIA				
*Ranking (0-5): **5**—Excellent; **4**—Very Good; **3**—Good; **2**—Fair; **1**—Poor; **0**—Absent **?**—Cannot Determine*				
1. APPLICATION PROCEDURES				
(a) Overall Clarity of Proposal				
2. INTRINSIC MERITS OF THE SABBATICAL PROJECT				
(a) Current Status & Feasibility (including access to materials, archives, collections, institutions, etc.)				
(b) Deliverable Activities (by end of leave)				
(c) Commitment to Completion of Project				
(d) Project's Specific Relation to University's Strategic Plan				
3. RELEVANCE TO FACULTY DEVELOPMENT PRIORITIES				
(a) Quality (or promise of quality) of applicant's work as Teacher & Scholar				
(b) Professional Development				
(c) Instructional Development (short range & long range)				
4. SENIORITY (Length and Quality of Applicant's Service to the University. 6 years: 1 point; 7 years: 2 points; 8 years: 3 points; 9 years: 4 points; 10 years and plus: 5 points.)				
5. PROJECT'S POTENTIAL BENEFIT TO THE UNIVERSITY				
OVERALL EVALUATION (Average points of section 1 to section 5)				