

Scoring Guide for Quality and Presentation of the Project (70 points)

Merit (0-15 points)

- Based on the language provided in the policy, the application should have a clear description of professional growth/development of professional competencies. Applicants should clearly state how their project will support this.
- Committee members will give higher scores to projects that meet the description of Highest Significance and have potential for significant professional growth for the applicant.

Relevance and Benefits/Impact (0-15 points)

- The project clearly describes benefits and impact to students, department, West Chester University, academic discipline, and/or greater community.
- Committee members will give higher scores to projects that are particularly relevant and have potential for significant impact.

Presentation (0-15 points)

- Application is written for an audience of educated laypeople; all application guidelines are followed; the application fully explains the scope, procedures, activities, and outcomes of the project; application is clearly written and free from errors.
- Committee members will give higher scores to projects that are fully developed and explained.

Timeline and Work Plan (0-15 points)

- Application makes an argument that a sabbatical is important for the completion of the described project; project scope is in keeping with the amount of time requested; application provides a detailed timeline/work plan that clearly describes work being conducted prior, during and post sabbatical.
- Committee members will give higher scores to projects that provide a strong argument for the need of sabbatical to complete the project during that time period.

Feasibility (0-10 points)

- Application discusses issues that may affect the feasibility of project completion, such as external support, needed funding, partnerships, contingency plans, etc. and provides letters of support and a budget as needed.
- Committee members will give lower scores to applications that do not fully address feasibility issues related to their proposed projects.

Scoring Guide for Meritorious Service *(0-20 points)*

Points	Description
18-20	A top score reserved for applicants who have provided extremely high levels of service, especially taking on significant leadership roles at WCU (such as chairing university committees or departments), in professional organizations, or in university-community partnerships.
15-17	Applicant has a strong and consistent record of service, including some leadership positions or other time intensive commitments. (It is common for a significant percentage of applicants to score in this range)
12-14	Applicant has a consistent record of service.
6-11	Applicant has a record of service, but it is not as robust as applicants in the 12-17 range and/or is lacking consistency.
0-5	Applicant's description of their meritorious service was lacking or the service described is significantly lower than that of other applicants in terms of consistency, quantity, and/or leadership.