

PREREQUISITES & RUBRIC FOR SABBATICAL LEAVE APPLICATIONS

Applicant: _____

Prerequisites:

- | | | |
|------|---|---|
| I. | Years of service are adequate (includes temporary service) | <input style="width: 100%; height: 20px;" type="text"/> |
| II. | No more than 20% of department will be on leave at one time | <input style="width: 100%; height: 20px;" type="text"/> |
| III. | Reason for sabbatical leave is not primarily to restore health
(These are not handled by the Committee.) | <input style="width: 100%; height: 20px;" type="text"/> |
| IV. | Application is complete with required signatures | <input style="width: 100%; height: 20px;" type="text"/> |

Rubric – Quality of the application:

A.	Will strengthen the applicant’s ability to fulfill duties at KU	<input style="width: 100%; height: 20px;" type="text"/>	30
B.	Is carefully planned	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	1. Clarity of objective	<input style="width: 100%; height: 20px;" type="text"/>	25
	2. Adequate description of means	<input style="width: 100%; height: 20px;" type="text"/>	20
	3. Clarity of timetable	<input style="width: 100%; height: 20px;" type="text"/>	15
	4. Amount of time is appropriate	<input style="width: 100%; height: 20px;" type="text"/>	10
	Total Points	<input style="width: 100%; height: 20px;" type="text"/>	100

Form updated September 16, 2015. Notes: