

EDUCATIONAL LEAVE RUBRIC

	Fair (1)	Good (2)	Exemplary (3)
Educational Leave Objectives	Educational leave objectives are missing.	Educational leave objectives listed, but clarity is lacking or objectives are unreasonable.	Educational leave objectives are clear and reasonable.
Description of Leave Activities	Proposal either lacks a description of leave activities, the timeline is absent or inappropriate, <u>or</u> it's completely unclear how the leave activity will positively impact the individual's teaching quality or scholarly achievement.	Proposal includes a description of leave activities with an appropriate timeline. It's unclear how the leave activities will make a positive impact on teaching quality and/or scholarly achievement.	Proposal includes a detailed description of leave activities and a timeline that is appropriate. Leave activities will clearly make a positive impact on teaching quality and/or scholarly achievement.
Relationship to Applicant's Professional Field	It is unclear how the proposed leave activity is related to the faculty member's professional field.	The proposed leave activity appears relevant to the faculty member's professional field; however, this is not explicitly stated or relevant literature is lacking.	Proposal clearly highlights how the leave relates to the applicant's professional field. A concise review of relevant literature for this purpose is included.
Professional Growth	It is unclear if the proposed activity will aid the teaching abilities or intellectual growth of the faculty member. <u>Or</u> , it's unclear how the proposed activity aligns with the faculty member's long-range teaching and scholarly objectives.	It seems likely that the proposed activity will aid the teaching abilities or intellectual growth of the faculty member; however, this is not specifically stated in the proposal. The proposed activity is aligned with the faculty member's long-range teaching and scholarly objectives.	Proposal provides a strong argument that the proposed activity will aid the teaching abilities or intellectual growth of the faculty member. It is aligned with the faculty member's long-range teaching and scholarly objectives.
Logistics	It's unclear how the project location will facilitate the success of the project <u>or</u> it's unclear that the faculty member possesses the relevant skills needed to complete the project.	The project location seems appropriate for facilitating the success of the project. The faculty member likely possesses the relevant skills needed to complete the project.	The project location is clear and appropriate for facilitating the success of the project. The faculty member possesses the relevant skills needed to complete the project.
Seniority (Applicable when proposals are of equal merit, as noted on webpage)	Do not provide rating if NA	Do not provide rating if NA	The faculty member is a senior applicant who has demonstrated a high quality of service to JMU and who has not received an educational leave while employed at JMU.
Overall Proposal Quality	The proposal was lacking.	The proposal was good, but there were areas/gaps identified that could be improved. <u>Or</u> , there were typographical errors, writing issues.	The proposal was well-written, complete, and strong.