Sabbatical Applications, Evaluations and Reporting Checklist for Colleges

Interfolio Case

- ☐ Application includes a detailed outline of plan of study.
- ☐ Application includes a statement of purpose.
- ☐ Application includes a current curriculum vitae of the applicant.

Evaluation Process:

- ☐ Each College Sabbatical Leave Committee member must review each sabbatical application.
- ☐ The committee chair inputs the committee consensus and comments on the Committee Evaluation Form in Interfolio.
- ☐ The College Sabbatical Leave Committee ranks the sabbatical applications and provides the rankings to the Dean in Interfolio.
- ☐ The Dean evaluates the sabbatical applications and completes the Dean Evaluation Form in Interfolio.
- ☐ The Dean ranks the sabbatical applications and fills out the Sabbatical-DIP Recommendation in Interfolio.
- ☐ The Dean consults with the Committee to reconcile differences in the rankings, if any.

(Note: the committee and dean evaluation forms will be shared with the applicants.)

Sabbatical Leave Report:

- ☐ The sabbatical leave report has been submitted to the college within one term of the sabbatical. A copy of the report is emailed to facaffairs@calstatela.edu.
- ☐ The sabbatical leave report is signed by the recipient of the sabbatical.
- ☐ Any deviations from the planned work are discussed in the report.
- ☐ Documentation, if available and applicable, of any tangible deliverables are included in the sabbatical report.
- ☐ Sabbatical leave reports and tangible deliverables are maintained by the college.