

**University and college Personnel Committees**

**Peer Evaluation for Sabbatical Application**

In accordance with the procedures for Sabbaticals as outlined in the Faculty Manual, Senior Faculty members review a Candidate’s Sabbatical application and submit to the Executive or Academic Dean’s Office, as appropriate, a written evaluation.

Participation is required, absent permission of the Executive Dean for reasons such as sabbatical or other leaves. Applicants are exempt from evaluating colleagues’ applications and should not submit Evaluations of their own.

**Abstentions**

Per the Faculty Manual, Section 14, A “Senior Faculty member should abstain from a recommendation only in situations where s/he has a close personal relationship (e.g., spouse or other close personal relationship) or where the Committee member’s objectivity otherwise would be subject to challenge.”

If you feel this applies to you please check the box below, **do not complete** the remainder of the form, and follow the *Submission Instructions* on the second page.

\_\_\_\_ **Abstain / Exempt**

**Evaluation Procedure**

The Peer-Review Evaluation is based on the Candidate’s application and the evidence presented by the Candidate about how s/he meets or exceeds the criteria found in the Faculty Manual.

Each Senior Faculty Peer-Review Evaluation stands on its own and is considered a recommendation. Evaluations are not votes and are not aggregated. They are for consideration by the Personnel Committees.

You are asked to take this responsibility seriously and answer in detail after reviewing the Candidate’s application. Your responses represent your individual professional opinions and should do so in a manner that provides evidence of your opinions from the application. Per the Faculty Manual, when a Senior Faculty Peer-Review Evaluation form is submitted with judgments and/or observations, either positive or negative, without accompanying evidence from the application, the CPC Chair provides the form to the Provost’s Office, which returns the form to the Senior Faculty member for revision.  If the faculty member declines the request to revise the Form in a manner that provides application-based evidence, the original Form is removed from the Supplemental Documents Folder, not given consideration, and forwarded to the Provost’s Office for recordkeeping.

**Evaluation Procedure *continued***

The Candidate’s application is available for review in Blackboard. Electronic applications must not be downloaded, saved, or printed. Your evaluations should be addressed to your CPC Chair and submitted to your Executive or Academic Dean’s Office, as appropriate. Evaluations are due at noon[[1]](#footnote-1) on November 14.

**Submission Instructions:**

1. Please complete your form. Do not sign it.
2. Place it along with any attachments in a sealed envelope.
3. Sign across the back seal of the envelope.
4. Print your name on the envelope for identification.

**Candidate’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Action pending: Sabbatical Application**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(The above 2 items will be completed by the CPC Chair)*

1. Does the candidate’s proposal appear to be in line with the candidate’s expertise and previous trajectory of work? Please explain.
2. Do you believe the application details a reasonable and appropriate scope of work for the timeframe of the sabbatical? Please explain.
3. A successful sabbatical should contribute to the advancement of knowledge and/or the professional development of the faculty member in ways that support the University. Do you believe this application meets this criterion?
4. Do you have any suggestions for the candidate that will increase his/her chances for a successful outcome?
5. Based on the above assessment, do you **recommend** to the College Personnel Committee that this Applicant be recommended?

\_\_\_\_\_\_YES

\_\_\_\_\_\_NO

1. If the due date is on a weekend or holiday, Evaluations are due on the following business day by noon. [↑](#footnote-ref-1)