

TEACHER SABBATICAL LEAVE SELECTION CRITERIA/RATING SCALE

Instructions to Applicant

Prior to writing your proposed program of study, carefully review criteria I, II, III, and IV. All sabbatical leave applications are prioritized using these selection criteria/ratings. The purposes, objectives, and activities described in an applicant's proposal should be clearly stated. The sabbatical review committee will use the following criteria to review all sabbatical applications. The applicant does not need to submit this form.

The four (4) criteria (I, II, III, and IV) are used by the sabbatical review committee in the ranking of sabbatical leave applications:

I. BENEFIT TO THE HAWAII STATE DEPARTMENT OF EDUCATION (Department)
CRITERION (Maximum 20 points)

This criterion is defined as the degree to which the proposed program of study is of value to the Department. The proposed program of study should describe learner benefits and support for the Department's educational program needs.

	Does Not Meet <i>(0 points)</i>	Meets <i>(5 points)</i>	Exceeds <i>(10 points)</i>
Directly benefits students/school needs			
Has impact on total Department's needs			

Total: _____
(Maximum 20)

Checklist for the sabbatical review committee

The proposed program of study is designed to improve:

- Instruction
- Services to students, colleagues, school community, etc.
- Teaching materials
- The school's total education program
- The Department's total education program

Specifies:

- Subject area
- Grade
- Responsibilities (other than teaching)

Scope of benefit includes:

- Students
- Grade level(s)
- School programs
- District and/or complex area educational needs
- Department programs and/or Initiatives
- Parents/community

II. RELATIONSHIP CRITERION (Maximum 10 points)

The relationship criterion is defined as the degree of relevancy of the proposed program of study to the applicant's current assignment, assignment following the leave, or career goals. The sabbatical review committee will use rating scale A or B below:

- A. Award points based on the number of semester credits of coursework directly related to the criterion. No points shall be granted for coursework not related to the criterion.

No. of Credits for One Year Leave	1-2	3-4	5-6	7-8	9-10	11-12	13-14	15
No. of Credits for One Semester Leave	1	2	3	4	5	6	7	8
<i>Points</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>9</i>	<i>10</i>

- B. Other Department Research/Special Project/Program of Study

This program of study may not involve the completion of university credits/coursework. Base points on the extent or relationship of the purposes, objectives, and activities to the applicant's job assignment/career goals.

Total: _____
(Maximum 10)

III. INVOLVEMENT CRITERION (Maximum 8 Points)

The involvement criterion is the degree to which the applicant is committed to an accredited institution's planned program of study or other Department-approved professional development program. Use Rating Scale A or B below:

- A. College or University Credit/Degree Program of Study

College Program (example: Graduate degree or Professional diploma program)
Department approved plan of coursework which is related to his/her assignment/career goals (example: Verification/evidence that the coursework described in the proposal indicates collaborative planning involving the principal/immediate supervisor)

	<u>Applicant is taking college courses but not working toward a degree</u> <i>(4 points)</i>	<u>Applicant has applied for acceptance</u> in a college program that is related to his/her job assignment <i>(6 points)</i>	<u>Applicant has been accepted</u> into a college program and <u>will complete coursework</u> related to assignment/career goals <i>(8 points)</i>
Extent of involvement of the applicant in a program of study			

Total: _____
(Maximum 8)

B. Other Non-Credit Department Approved Professional Improvement Program Research/Special Project

The sabbatical review committee will review the proposed program of study and base the number of points to be granted on the degree to which the applicant will be involved in the program. The proposed program should reflect: 1) an equivalent of one-half of the total leave period devoted toward project completion, and 2) verification by Department personnel supervising the program of study.

	Less than 4 hours (0 points)	4-5 hours per day (2 points)	6-8 hours per day (4 points)
Amount of time to be spent on program of study (independently)			

	Less than once a month (0 points)	Once a month (2 points)	Once a week/biweekly (4 points)
Amount of time to be spent with Supervisor			

Total: _____
(Maximum 8)

Note: Hours based on a five-day workweek and the average number of hours per day spent directly on the program of study during the leave period.

IV. SENIORITY CRITERION (Maximum 2 points)

The years of service in the Department shall be counted. Points are awarded according to the number of years in service with the Department (since any previously granted sabbatical leave).

	7 – 9 years (1 point)	10 – 18 years (2 points)
Years of Service (Since Any Previously Granted Sabbatical Leave)		

Total: _____
(Maximum 2)