

**Laney College**

**Sabbatical Ranking Form 1**

**Applicant's Name:**

**Date:**

Please determine the following qualities of the proposal by circling "Yes" or "No":

Clear statement of purpose	Yes	No
The purpose is achievable	Yes	No
Clear, identifiable project or result	Yes	No
Method to measure completion	Yes	No
Evidence of institutional support*	Yes	No

\*What support mechanisms need to be in place for this sabbatical to be successful? For example, if the purpose of the sabbatical is to develop a new curriculum for a department or discipline, there should be evidence of preparation and institutional support within the division and/or department. If the sabbatical is to learn new skills and/or knowledge, there should be evidence of acceptance into the training program or evidence of having met the preliminary qualifications. For example: taking the GRE exam if the person is going to graduate school, or letters of acceptance from the appropriate agencies or individuals.

Pass step 1?    YES            NO

(Proposals must pass step 1 before being considered in step 2.)

Signature of person completing this form: \_\_\_\_\_