**FORM 16**

**Departmental Committee Evaluation Letter**

SABBATICAL LEAVE APPLICATION

Sabbatical Leave Applicant

Academic Department(s)

The Departmental Committee has reviewed the Application for Sabbatical Leave provided by the applicant listed above. The committee has evaluated the strengths of the application packet and the summary of that evaluation is provided. The specific areas reviewed are:

**Objectives for the sabbatical leave** (Are they reasonable, achievable, specific, and clear?)

**Expected outcomes of the proposed project** (Are the expected outcomes consistent with departmental criteria for Scholarly and Creative Activities? Are they consistent with the goals of the department?)

**Benefits of the sabbatical leave to the individual, department, university, discipline, professional field, and/or broader communities** (If the objectives are achieved, will the project benefit the individual as a teacher and/or scholar? Will it benefit the Department? Will it benefit the College? Will it benefit the University?)

Departmental Review Committee Members

Name Signature

Name Signature

Name Signature

Name Signature

Name Signature

*Applicants will provide the Application for Sabbatical Leave and supporting documentation to the Departmental Committee* ***on or before the deadline specified on Page 2.***