

Applicant Name:	Unsatisfactory (0)	Incomplete (1-2)	Complete (3-5)	Score
Completeness of Application: proposal quality	Proposal is incomplete, unclear, lacks detail, and/or was poorly presented	Lacks clarity, some detail and/or supporting rationale/background information, requires proof-reading	Clearly written following the ESL guidelines, detailed proposal with good rationale included	
Completeness of Application: relevant supporting documentation included such as REB approval, letters of support from collaborators or places of employment, acceptance to educational programs, budget, etc.	Relevant supporting documentation not included	Missing some of the relevant supporting documentation	All relevant supporting documentation is included; or in progress with clear timelines indicated	
Feasibility: qualifications of applicant in relation to the proposed ESL	Applicant does not have sufficient qualifications to carry out the proposed ESL	Applicant has not fully demonstrated how their qualifications are sufficient to carry out the proposed ESL	Applicant has clearly demonstrated how their qualifications are sufficient to carry out the proposed ESL	
Feasibility: timeline including vacation	Timeline lacks necessary detail and/or justification; unable to determine how project is sufficient for the number of months requested	Not clear that the timeline presented is reasonable for the proposed ESL; possibly overly ambitious or project seems light to fill the number of months requested	Timeline presented is detailed, provides justification and is reasonable for the number of months requested	
Feasibility: viability	Applicant has major components in their proposal which are unlikely to succeed	Applicant has not clearly explained how some components in their proposal will succeed	Applicant has clearly demonstrated how each component in their proposal will succeed	
Benefits to Applicant: in both a personal and professional growth	ESL proposal does not demonstrate that the project will significantly benefit the applicant in terms of personal and professional growth	ESL proposal does not clearly demonstrate the significant benefits to the applicant in terms of personal and professional growth	ESL proposal clearly demonstrates, with supporting evidence, significant benefits to the applicant in terms of personal and professional growth	
Benefits to College: related to teaching, scholarly activity, and increasing subject-area competence, etc.	ESL proposal does not demonstrate the significant benefits to the college	ESL proposal does not clearly demonstrate the significant benefits to the college	ESL proposal clearly demonstrates with supporting evidence the significant benefits to the college	
	Unsatisfactory (deduct 2)	Incomplete (deduct 1)	Complete (no deduction)	
Previous ESL Report Submitted: report on the leave has been submitted	Report not submitted	Report submitted but does not meet the requirements of the Committee	satisfactory report on the leave to the Committee has been submitted, or applicant has not previously had an approved ESL	
Backup Plan	Lacking backup plan or lacking rational as to why backup plan is not required	Backup plan is presented, but feasibility in question; or unsatisfactory rational as to why a backup plan is not required	A feasible and detailed backup plan is presented or satisfactory rational as to why a backup plan is not required	

Maximum Score: 35 points

