**Baylor University**

**Robbins College of Health and Human Sciences**

**Research Leave Application Evaluation Criteria**

The Robbins College of Health and Human Sciences Faculty Development Committee will use the following criteria to review research leave applications:

Applicant: Reviewer:

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| --- | --- |
|  | Initial eligibility will be ascertained by the Dean’s Office ([BU – PP 715](https://provost.web.baylor.edu/BUPP715)). |
|  | **Is the Research Leave proposal clearly tied to seeking external funding? Yes / No** |
|  | Points will be awarded by each committee member using a 1-9 scoring scale for each of the following criteria, where 1 = “exceptional” and 9 = “poor” (please see the complete scoring table and score definitions on the last page of this document).  |
| 1-9 points**Score:**  | 1. **Overall Quality and Merit of the Proposal**: This proposal should contain a specific description of the research project and/or scholarly activity, project or scholarly activity objectives, and the possibilities for future external funding support. If a book, book chapter or journal article is planned, the current or potential interest of publishers should be identified.
 |
|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Background and Rationale for the Proposed Research Leave and Associated Projects**: This proposal should contain a specific description of the importance of the proposed research in the context of current challenges and needs in their field, including the associated research questions and specific aims.
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|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Methods:** This proposal should contain a detailed description of the methods for addressing the research questions and specific aims, including a timeline and location for where the work will be accomplished (and if travel will be required).
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|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Expected Outcomes, Benefits, and/or Deliverables from this Work:** This proposal should describe the expected outcomes, benefits, and/or deliverables from this work.
 |
|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Significance and Innovation of the Proposed Project:** How does the proposed activity address a critical research issue or opportunity? Are there unique, novel and/or new strategies being employed?
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|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Value or benefit of the Research Leave to the Field or Profession**: The applicant should indicate clearly any expected contributions to the applicant’s profession.
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|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Value or benefit of the Research Leave to the Individual**: The application should describe the ways the Research Leave ties into the applicant’s current scholarship, and how it will support and move their future and sustained engagement in scholarship forward. Also describing how this leave will strengthen the future research or scholarly activities of the applicant, including how the proposed leave ties into the applicant’s future funding plans, with a detailed description of specific targets for external funding that the leave will build towards with an associated timeline. Consideration should be given to the significance of the project idea in reference to the point of one’s career and/or professional development. The justification should be provided for why the applicant needs release time to accomplish the proposed project(s).
 |
|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Significant Impact on Research Trajectory:** The applicant should indicate how the proposed project and research leave will support a significant change and/or new contribution to their research trajectory.
 |
|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Value or benefit of the Research Leave to the Department, Robbins College, and Baylor University**: The application should explicitly state the ways the Research Leave will contribute to the Department, Robbins College, and Baylor University; specifically speaking to the University Vision and Robbins College Signature Research Initiatives.
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|  | *Please provide comments regarding the assigned score to share with the applicant:* |
| 1-9 points**Score:**  | 1. **Justification for Release Time for the Project:** The applicant clearly describes why release time is needed for the proposed project.
 |
|  | *Please provide comments regarding the assigned score to share with the applicant:* |

## Scoring Table for Research Leave Applications

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree of Impact** | **Impact Score** | **Descriptor** | **Additional Guidance on Strengths/Weaknesses** |
| High | 1 | Exceptional | Exceptionally strong with essentially no weaknesses |
| 2 | Outstanding | Extremely strong with negligible weaknesses |
| 3 | Excellent | Very strong with only some minor weaknesses |
| Moderate | 4 | Very Good | Strong but with numerous minor weaknesses |
| 5 | Good | Strong but with at least one moderate weakness |
| 6 | Satisfactory | Some strengths but also some moderate weaknesses |
| Low | 7 | Fair | Some strengths but with at least one major weakness |
| 8 | Marginal | A few strengths and a few major weaknesses |
| 9 | Poor | Very few strengths and numerous major weaknesses |
| **DefinitionsMinor**: easily addressable weakness that does not substantially lessen the impact of the project.**Moderate**: weakness that lessens the impact of the project.**Major**: weakness that severely limits the impact of the project. |