

**FY26 Faculty Development Leave - COALS Review Sheet**

**Applicant:**

**Evaluator:**

Rubric Scores		Rubric Components
	Purpose of leave (20 points max)	Is the purpose of the leave congruent and valid?
	Leave Period and goals (10)	Goals of the project are appropriate for the leave time requested.
	Abstract (20)	The abstract, written in lay terms, concisely states location, purpose, activity, benefits and impacts of leave. Statement conveys sufficient information by itself.
	Detailed Proposal (20)	The request is clearly written in lay language, with important technical terms explained. The project is described in enough detail that a reviewer could, from a single reading, explain the project to another person. The description of the leave stands alone and does not need supplementary information for the reviewer to understand the project. URLs or appendices are not accepted. Statement provides details on how the leave will benefit all parties listed in the prompt and what impacts are expected. Benefits and impacts are clearly described and reasonable. This section should especially focus on effects beneficial to the University, rather than on effects beneficial to the applicant.
	Letters of support (20)	At least two (2) letters of support are required and must be included with the leave request. At least one letter must be from outside of Texas A&M. Invitation letter must be included if the leave takes place at an outside institution. Letters must address the scope of the leave and the benefits of the leave to the individual and the field.
	Writing style (10)	The leave request is written in a way which is clearly understandable and well-organized. There are no or minimal spelling and grammatical errors.

<b>Strengths:</b>	
<b>Weaknesses:</b>	
<b>Recommendation: Yes/No; if No, why?</b>	