**Review Form for FIL Application Proposals**

FIL Applicant: Click here to enter text.

Reviewer (check one):  Academic Unit  Chair/Director  Dean

**Part A: Required Proposal Contents. A response of “Yes” or “Maybe” to each of the seven compulsory requirements** must be present for proposal to be evaluated (CBA Article 22, Section 5.1.2)\*

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| **Required Content** | **Reviewer Confirmation** | | |
| All background information is included on the FIL Application Background Information Form | **YES:** *All content elements are present.* | **MAYBE:** Defer to n*ext level of review to determine whether all content elements are present.* | **NO:** *Not all content elements are present.* |
| Precise and specific description of the activities planned while on leave; indicate the procedures and timetable that shall be followed and the prior arrangements that have been made | **YES:** *All content elements are present.* | **MAYBE:** Defer to n*ext level of review to determine whether all content elements are present.* | **NO:** *Not all content elements are present.* |
| Detailed explanation of how the planned activities shall enhance the BUFM’s professional capabilities and career trajectory in teaching/librarian effectiveness, scholarly/creative activity, and/or service in alignment with the BUFM's assigned duties/allocation of effort/assigned workload | **YES:** *All content elements are present.* | **MAYBE:** Defer to n*ext level of review to determine whether all content elements are present.* | **NO:** *Not all content elements are present.* |
| Explanation of how the outcomes of the FIL shall strengthen the academic program of the University in alignment with current strategic priorities as listed on the application form | **YES:** *All content elements are present.* | **MAYBE:** Defer to n*ext level of review to determine whether all content elements are present.* | **NO:** *Not all content elements are present.* |
| A specific plan for the format and content of a report to be submitted to the President upon completion of the FIL | **YES:** *All content elements are present.* | **MAYBE:** Defer to n*ext level of review to determine whether all content elements are present.* | **NO:** *Not all content elements are present.* |
| A current curriculum vitae | **YES:** *All content elements are present.* |  | **NO:** *Not all content elements are present.* |

\*Applicants may choose to include a letter from a colleague or Chair/Director or other evidence that speaks to the professional development merits to be derived from the activities completed during the FIL.

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**Part B: Evaluation Criteria.** All FIL Applications must be evaluated on the following uniform criteria (CBA Article 22, Section 6.2)

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| --- | --- | --- |
| **Evaluation Criteria** | **Standards (Provide Rating for Each Evaluation Criterion Below)** | **Rating**  **(0 – 3)** |
| Nature (i.e., description or summary) of the Proposed FIL Plan | **0 - Below Standard:** *The description is not sufficiently precise and specific. Procedures, timetable and prior arrangements of the plan are not sufficiently realistic, coherent, or sound.*  **1 - At Standard:** *The description is sufficiently precise and specific. Procedures, timetable and prior arrangements of the plan are sufficiently realistic, coherent, and sound.*  **2- Above Standard: T***he description is very precise and specific. Procedures, timetable and prior arrangements of the plan are very realistic, coherent, and sound.*  **3 - Exceptional:** *The description is exceptionally precise and specific. Procedures, timetable and prior arrangements of the plan are exceptionally realistic, coherent and sound.* | Click here to enter rating |
| Merit of the Proposed FIL Plan | **0 - Below Standard:** *The plan does not sufficiently explain how FIL will enhance BUFM's professional capabilities and career trajectory and strengthen the academic program of the University in alignment with current strategic priorities.*  **1 - At Standard: T***he plan sufficiently explains how FIL will enhance BUFM's professional capabilities and career trajectory and strengthen the academic program of the University in alignment with current strategic priorities.*  **2 - Above Standard:** *The plan effectively explains how FIL will enhance BUFM's professional capabilities and career trajectory and strengthen the academic program of the University in alignment with current strategic priorities.*  3 - **Exceptional:** *The plan exceptionally explains how FIL will enhance BUFM's professional capabilities and career trajectory and strengthen the academic program of the University in alignment with current strategic priorities.* | Click here to enter rating |
| Near- and/or Long-Term Potential Benefits to the FIL Applicant | **0 - Below Standard:** *Potential near-term and long-term benefits to the BUFM are not apparent or apparent only in part.*  **1 - At Standard:** *Potential near-term and long-term benefits to the BUFM are apparent.*  **2 - Above Standard:** *Significant potential near-term and long-term benefits to the BUFM are apparent.*  **3 - Exceptional:** *Extraordinary potential near-term and long-term benefits to the BUFM are apparent.* | Click here to enter rating |
| Near- and/or Long-Term Potential Benefits to the University | **0 - Below Standard:** *Potential near-term and long-term benefits to the University are not apparent or apparent only in part.*  **1 - At Standard:** *Potential near-term and long-term benefits to the University are apparent.*  **2 - Above Standard:** *Significant potential near-term and long-term benefits to the University are apparent.*  **3 - Exceptional:** *Extraordinary potential near-term and long-term benefits to the University are apparent.* | Click here to enter rating |
| Effectiveness of the Writing of the Proposal | **0 - Below Standard:** *Writing does not convey or only partially conveys the nature and merit of the FIL plan and the potential near-term and long-term benefits to the BUFM and to the University, due to formal, technical, and/or content-related issues.*  **1 - At Standard:** *Writing conveys the nature and merit of the FIL plan and the potential near-term and long-term benefits to the BUFM and to the University. No content-related issues. Formal and/or technical issues, if present, do not impede understanding.*  **2 - Above Standard:** *Writing illustrates with effective examples the nature and merit of the FIL plan and the potential near-term and long-term benefits to the BUFM and to the University. No content-related issues, no formal/technical issues.*  **3 - Exceptional:** *With elegance, economy, and compelling evidence, the writing demonstrates the nature and merit of the FIL plan and the potential near-term and long-term benefits to the BUFM and to the University.* | Click here to enter rating |
|  | **Composite Rating (Enter Total Score):** |  |