Review Form for FIL Application Proposals

FIL Applicant:

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)*

<table>
<thead>
<tr>
<th>Required Content</th>
<th>Reviewer Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All background information is included on the FIL Application Background Information Form</td>
<td>☐ <strong>YES:</strong> All content elements are present. ☐ <strong>MAYBE:</strong> Defer to next level of review to determine whether all content elements are present. ☐ <strong>NO:</strong> Not all content elements are present.</td>
</tr>
<tr>
<td>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</td>
<td>☐ <strong>YES:</strong> All content elements are present. ☐ <strong>MAYBE:</strong> Defer to next level of review to determine whether all content elements are present. ☐ <strong>NO:</strong> Not all content elements are present.</td>
</tr>
<tr>
<td>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</td>
<td>☐ <strong>YES:</strong> All content elements are present. ☐ <strong>MAYBE:</strong> Defer to next level of review to determine whether all content elements are present. ☐ <strong>NO:</strong> Not all content elements are present.</td>
</tr>
<tr>
<td>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</td>
<td>☐ <strong>YES:</strong> All content elements are present. ☐ <strong>MAYBE:</strong> Defer to next level of review to determine whether all content elements are present. ☐ <strong>NO:</strong> Not all content elements are present.</td>
</tr>
<tr>
<td>A specific plan for the format and content of a report to be submitted to the President upon completion of the FIL</td>
<td>☐ <strong>YES:</strong> All content elements are present. ☐ <strong>MAYBE:</strong> Defer to next level of review to determine whether all content elements are present. ☐ <strong>NO:</strong> Not all content elements are present.</td>
</tr>
<tr>
<td>A current curriculum vitae</td>
<td>☐ <strong>YES:</strong> All content elements are present. ☐ <strong>NO:</strong> Not all content elements are present.</td>
</tr>
<tr>
<td>A brief statement from Chair/Director indicating knowledge of the application</td>
<td>☐ <strong>YES:</strong> All content elements are present. ☐ <strong>NO:</strong> Not all content elements are present.</td>
</tr>
</tbody>
</table>

*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.*
**FIL Applicant:** Click here to enter text.

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

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

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Standards (Provide Rating for Each Evaluation Criterion Below)</th>
<th>Rating (0 – 3)</th>
</tr>
</thead>
</table>
| 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: The 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. | |
| 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: The 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. | |
| 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. | |
| 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. | |
| 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. | |

**Composite Rating (Enter Total Score):**