

Rubric for up to \$5,000 Individual Faculty or Faculty Group Award Assessment

Candidate's Name _____ Rubric Score _____

___ Proposal not considered: (circle appropriate reason) incomplete application did not follow template

not within the funding time frame 3rd application in 1 year for same award two proposals on one application

Criteria / Rating	-2	-1	0	1	2
Previous funding	Any received last year	Any received 2 years ago	(year= academic year)		
Final report for previous funds		Incomplete			
Tenure status			Tenured, annual represented adjuncts, clinical track faculty, and educators	Untenured, tenure-track	
Attendance/ presentation			Attending or presentation without evidence of submission	Presentation indication with evidence of submission to present	Attending AND presentation indication with evidence of proposal acceptance
Conference Organizer Role			Unclear or does not meet criteria set forth in the +1 column. →	Candidate should include specific details of involvement in conference organization (e.g., hotel and/or vendor negotiations, conference proposal reviews, leadership roles). Candidate should also include if any monies/honorarium have been or will be received for organizer role accordingly.	
Goals			Unclear or missing	Clear description of event where the goals for the project are appropriate for the nature of the event.	Meets the minimum requirements, AND Provides a clear detailed description of why the person should participate, AND Describes why the goal is important
Budget			Unclear or missing	Budget is included, with details AND demonstrates need	Budget meets minimum requirement AND Includes specific sources of expected costs, demonstrating research into costs.
Background			Unclear or missing	Clear explanation of appropriate preparation for the event, or clear explanation of why a lack of background is appropriate in this case.	Meets the minimum requirements AND Describes how this is a unique opportunity in their discipline
Outcome: Contribution to discipline			Does not describe a clear contribution to discipline or professional development	Describes how candidates' Attendance and/or participation and/or /event organization will contribute to their understanding of their field, AND/OR	Describes with specificity how candidates' attendance and/or participation and/or event organization will contribute to their understanding of their field, AND Describes with specificity how the candidate will use information gained from this event to further their own professional activities,

				<p>Describes how the candidate will use information gained from this event to further their own professional activities, AND/OR Meets contributions to either discipline or professional growth.</p>	<p>AND Meets contributions to both discipline and professional growth.</p>
<p>Outcome: Contribution to professional development</p>			<p>Does not describe a clear contribution to college or mission/vision</p>	<p>Clear relation to college mission with examples and explicit linking of discipline or teaching outcomes to the college mission.</p>	<p>Meets minimum requirement, AND Describes with specificity how candidates will share the knowledge they have gained with colleagues</p>