

Professional Development Committee Application Scoring Rubric

Updated 5/1/2025

Applicant Name:	
Proposed Activity	
Date(s) of Proposed Activity	
Amount Requested	

Application Requirements	If any items in this section have a "no," return to applicant	Yes/No
All applicable items are completed		
Information provided is clear and thorough		
All required documentation is included (application, statement, travel forms, information on event)		
Activity meets the established definition of professional development		

Category	Criteria	Points Possible	Points Earned
Activity is related directly to applicant's position, job classification or area(s) of responsibility	0 is not related 2 more relevant to another position 4 relates to only a portion 6 relates to a majority 8 relates fully to position 10 relates fully to position and some shared departmental responsibilities Add 5 bonus points if applicant is presenting at the activity.	10	
Activity aligns with college mission and one or more defining characteristics or strategic goals	0 if no alignment, 3 points if aligns with mission, 2 points for each defining characteristic or strategic goal alignment = add for total points Maximum 7 points - ideally want to see alignment to at least 2 parts of strategic plan	7	
Activity aligns with applicant's program mission/outcome	3 aligns partially 5 fully aligns	5	
Activity will benefit applicant's department or program as a whole	0 does not benefit department/program 2 benefits one aspect of dept 4 benefits several aspects but not a majority of dept 6 benefits a majority of dept 8 fully benefits dept	8	
Applicant includes plans to share knowledge/skills learned with others	0 no plan articulated 3 response is vague (audience not identified or generally unclear) 5 clear plan identified, including specific audiences they will share with	5	

Additional Factors	Select one of the following additional factors.
Applicant has never received funding for professional development activities	5
Applicant has received funding more than two years ago	4
Applicant has received funding of < \$200 in the past two years	3
Applicant has received funding of > \$200 in the past two years	2
Applicant received funding in the current fiscal year	1

Total Points	0
Recommend for Approval	Yes/No/Discussion

Comments

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Total possible = 45 points.

Minimum score of 35 points to receive Professional Development Committee funding

If more than one employee is applying for funding for the same event, please consider their responses to the "Multiple Attendees" section of the application in your final decision.

Reviewed by

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