

### Professional Development Application Scoring Rubric

Category	Points Possible	Criteria	Points Earned
<b>Applicant Name:</b>			

If a "no" is determined in this section, return to applicant

**Application Material**

<i>All Applicable Items are Completed</i>	Yes/No		
<i>thorough</i>	Yes/No		
<i>All required documentation is included: (application, statement, travel forms, information on event)</i>	Yes/No		

**5 or 10 point scale;**  
**Receives a score of 5 or 10 if fully meets criteria;**  
**0 if does not meet Criteria**  
**(Total of 40 pts possible)**

**Proposed Activity**

<i>Activity meets the established definition of professional development</i>	5	0 does not meet PD definition, 5 meets PD definition	
<i>Activity Aligns with applicant's program mission/outcome</i>	5	0 does not align, 3 aligns partially, 5 fully aligns	
<i>Activity is related directly to applicant's position, job classification or area(s) of responsibility</i>	10	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	

<i>Activity aligns with college mission and one or more core themes and strategic goals</i>	10	0 if no alignment, 2 points if aligns with mission, 2 points for each core theme and strategic goal alignment = add for total points (maximum 10 total points)	
<i>Activity will benefit applicant's department or program as a whole</i>	10	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, 10 fully benefits dept	

Select one of the following additional factors.

**Additional Factors**

<i>Applicant has never received funding for Professional Development Activities</i>	4		
<i>Applicant has not received funding in the past two years</i>	3		
<i>Applicant has not received funding in the current fiscal year</i>	2		
<i>Applicant received funding of &lt; \$200 in the past two years</i>	1		

**Total Points** **0**

**Recommend for Approval** Yes/No/Discussion **0**

Total possible=44 points. Minimum Score of 34 points to receive Professional Development Funding