

SUU Staff Professional Development Fund Application Rubric

The SUU Staff Professional Development Fund Application Rubric is designed to evaluate applications for funding professional development activities for staff members at Southern Utah University. Applications will be scored based on several criteria to ensure that funds are awarded to the most deserving applicants. The criteria and their weightings are as follows:

Criteria:

1. **Demonstrated Need** (30 points)

- Applicant has clearly and convincingly demonstrated a significant need for the funding in order to pursue the professional development opportunity. (30 points)
- Applicant has demonstrated a need for the funding but could potentially pursue the professional development opportunity without it. (20 Points)
- Applicant has demonstrated a minor need for the funding and could likely pursue the professional development opportunity without it. (10 Point)
- Applicant has not demonstrated any need for the funding or has not provided enough information to assess the need. (0 Points)

2. **Impact of Professional Development** (30 points)

- Applicant has clearly outlined the potential impact of the professional development opportunity on their career, department, and the university as a whole. (30 points)
- Applicant has outlined the potential impact of the professional development opportunity on their career, but the impact on the department and the university is not clear. (20 points)
- Applicant has outlined the potential impact of the professional development opportunity on their career only. (10 points)
- Applicant has not outlined the potential impact of the professional development opportunity or has not provided enough information to assess the impact. (0 points)

3. **Other Budget Availability** (20 points)

- Applicant has no other sources of funding available or has exhausted all other sources of funding. (20 points)
- Applicant has limited other sources of funding available. (15 points)
- Applicant has some other sources of funding available but would still benefit significantly from the award. (10 points)
- Applicant has other sources of funding available and does not need the award. (0 points)

4. **Recent Past Awards** (10 points)

- Applicant has not received any professional development funds from the university in the past two years. (10 points)
- Applicant received professional development funds from the university more than one year ago but less than two years ago. (7 points)

- Applicant received professional development funds from the university within the past year. (4 points)
- Applicant received professional development funds from the university within the past six months. (0 points)

5. Overall Quality of Application and Report (10 points)

- Application is well-written, thoroughly researched, and includes all required documentation. (10 points)
- Application is well-written and includes most of the required documentation. (7 points)
- Application is well-written but lacks some required documentation. (4 points)
- Application is poorly written or lacks most or all of the required documentation. (0 points)

Scoring

Applications will be scored out of a total of 100 points. Successful applicants will typically score 70 points or higher, although all applications will be considered on a case-by-case basis.