

**Professional Development Committee
Application Scoring Rubric**

AY 2022-23



Applicant Name: _____
Proposed Activity _____

Application Material **If any items in this section have a "no," return to applicant**

All applicable items are completed	Yes/No		
Information provided is clear and thorough	Yes/No		
All required documentation is included: (application, statement, travel forms, information on event)	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)

Category	Points Possible	Criteria	Points Earned
Activity meets the established definition of professional development	5	0 does not meet PD definition, 5 meets PD definition	
Activity is related directly to applicant's position, job classification or area(s) of responsibility	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	
Activity aligns with college mission and one or more defining characteristics or strategic goals	10	0 if no alignment, 2 points if aligns with mission, 2 points for each defining characteristic or strategic goal alignment = add for total points Maximum 10 total points	
Activity aligns with applicant's program mission/outcome	5	0 does not align, 3 aligns partially, 5 fully aligns	
Activity will benefit applicant's department or program as a whole and applicant includes plans to share knowledge/skills learned with others	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 8 fully benefits dept Add 2 points if a plan to share learning with others is included	

Additional Factors **Select one of the following additional factors.**

Applicant has never received funding for professional development activities	4		
Applicant has received funding in the past two years	3		
Applicant has received funding in the current fiscal year	2		
Applicant received funding of < \$200 in the past two years	1		

Total Points	0
Recommend for Approval	Yes/No/Discussion

Total possible = 44 points.

Minimum score of 34 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 _____