Professional Development Funding Requests
Evaluation Rubric

Faculty Name: _____

Description	0 Point	1 Point	2 Points	Total
Proposal meets one or more of the Chancellor's office authorized uses for PD funds	*Meets none of the authorized uses.*	*Meets at least one authorized uses.*	*Meets more than one authorized uses.*	
Detailed description on how the proposed activity will support at least one of the SCC strategic objectives.	*Applicant provided little evidence this request meets one of the SCC objectives to support approval of funds.*	*Applicant provided some evidence this request meets one of the SCC objectives to support approval of funds.*	*Applicant provided detailed evidence this request meets one of the SCC objectives to support approval of funds.*	
Must have scored at least 3 points total between the first two items a 2 on the third item to continue with evaluation.				
PDFC Committee identified the activity as professional development priority	*NO*		*YES*	
Must have scored 2 points total between the first two items a YES on the third item to continue with evaluation.				
Itemized costs clearly documented	*Costs are not clearly or completely documented*	*Costs included but at least one item requires follow-up*	*Cost correctly completed all required forms and itemized costs*	
Brochure included with all relative information for proposed activity	*No relevant documentation provided*	*Brief description of activity provided but missing detailed clarity*	*Complete/clear description of the activity provided with details*	
Previously approved PD funding	*Applicant already received funding in this fiscal year Amount: _____*	*Applicant has received funding in this fiscal year but has substantial need for this activity*	*Applicant has not received funding in this fiscal year*	
Event is offered by other means	*Applicant opportunities to complete this PD activity at a lesser cost*	*Applicant demonstrated the need to travel for activity even if offered in a less expensive format*	*Applicant demonstrated that this is the best option available*	
Collaboration	*Activity benefits the individual*	*Activity benefits the individual plus student and/or others at SCC*	*Activity provides campus wide benefits*	
Bonus points (2)- applicant has presented previous PD funded activity to others on campus		Total Points:		

Scoring:
9-16 points = Approval
7-8 points = Additional information required for approval
0-6 points = Denied

Grant [] Approved [ ] Denied	Date approved/denied:	Grant number: 13F17
Amount approved:	Additional information required (specify):	
Date applicant notified	If denied, reason for denial:	

_____   _____
Professional Development Coordinator   Date

Out-of-State Travel: [ ] NA   [ ] Approved   [ ] Denied

_____   _____
Superintendent/President   Date