

Review date \_\_\_\_\_

### College of Engineering Professional Development Funds Application Rubric

#### Eligibility Checklist

- \_\_\_\_\_ (Y/N) Supervisor support
- \_\_\_\_\_ (Y/N) Request is < \$1,000
- \_\_\_\_\_ (Y/N) Request is for professional development or associated expenses
- \_\_\_\_\_ (Y/N) Staff member is full-time
- \_\_\_\_\_ (Y/N) Has not exceeded \$1,000 limit in past year (July 1 – June 30)

#### Application Rubric

	3 = Clear accept	2 = Possible accept	1 = Clear reject	Score
<b>How would participating in this professional development support/enhance your current position?</b>				
Professional development aligns with primary job duties	PD is fully aligned with duties	PD is somewhat aligned with duties	PD is not aligned with duties	
Professional development would directly support/enhance performance in current position	PD would clearly support performance in 2 or more critical aspects of job	PD would clearly support performance in at least one critical aspect of job	PD would not support performance, or would only support non-critical aspects of job	
<b>How would participating in this professional development support/enhance your team?</b>				
Professional development would directly support/enhance performance or functions of team	PD would directly support team	PD would indirectly support team	PD would not support team	
Professional development would create "downstream" training opportunities (e.g., recipient could train team members on new skill)	PD would create high-impact downstream training opportunities	PD would create downstream training opportunities	PD would not create downstream training opportunities	

Rubric score: \_\_\_\_\_

#### Other Considerations

- \_\_\_\_\_ (Y/N) Applicant has been awarded funds in past year (July 1 – June 30)
- \_\_\_\_\_ Estimated Expenses (registration fee, transportation, lodging, meals, other)
- \_\_\_\_\_ Requested Amount
- \_\_\_\_\_ Unfunded cost of PD opportunity (estimated expenses – requested amount)

Other comments:

Review committee rep signature \_\_\_\_\_

Dean's office approval signature \_\_\_\_\_