

Rubric for Reviewing Request for Funding Proposals

Use the following rubric to determine to what degree the proposed activities meet all of the following criteria:

- linked to the Strategic plan or other institutional initiatives;
- regarded by the College as a high priority for the institution;
- explicitly linked to student success; and
- beyond the responsibilities of faculty as described in Appendix D1.

Points	0	1	2	3	Award
Strategic Importance	Proposed activities are weakly aligned with the college's strategic initiatives/plans	Proposed activities are moderately aligned with a few of the college's strategic initiatives/plans	Activities are strongly aligned with multiple college's strategic initiatives/plans		(0-2)
Breadth of Impact	Proposed activities benefit only one instructional program	Proposed activities do not have college-wide impact but benefit more than one instructional program	Proposed activities have significant college-wide impact		(0-2)
Academic Potential	Proposed activities have weak potential for promoting academic growth and scholarship.	Proposed activities have high potential for promoting academic growth and scholarship.			(0-1)
Quantity of reassigned time <i>3 units (0.2 FTE) = 7.5 hr/wk or 120 hr/semester</i>	Proposed activities do not justify the quantity of reassigned time being requested	Proposed activities clearly justify the entire quantity of reassigned time being requested			(0-1)
Scope of work	Many of the proposed activities could be accomplished either by hourly staff or by existing faculty within their workload.	Only some of the proposed activities exceed the normal scope of work as defined by Appendix D1 of the contract.	Requires significant administrative, management, or leadership that are beyond the scope of Appendix D1 and/or exceeds routine committee participation.		(0-2)
Replacement funding source	Could be funded by stipend, overload, or other existing one time funds	Fund 1	Existing external funds		(0-2)
Number of students directly served per year	None; students only indirectly benefit	1-100	101-500	501+	(0-3)
Commitment		Will require an on-going commitment of reassigned time	No further investment will be required upon completion of the activities		(0-2)

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Additional criteria that may be considered:

- a. there are not staff or faculty available to do the work within the normal scope of their position;
- b. requires a level of involvement that exceeds routine committee work;
- c. enhances the academic growth and/or the scholarship of the College;
- d. is beyond the scope of "Other Duties as Assigned."

Action:

- ☐ Approve request as submitted
- ☐ Approve request but with less time than requested

- ☐ Deny request with recommendation to revise
- ☐ Deny request (explanation required)

Comments:

Recommendation for alternate funding:

- ☐ Professional Development
- ☐ Grant/Categorical (specify)
- ☐ Overload hourly special project
- ☐ Stipend

- ☐ President's Innovation Fund
- ☐ Trustees Fund for Program Improvement
- ☐ Short-term hourly staff

Comments:

Duration of Assignment:

Outcomes and reporting requirements:

Additional Comments: