

## Staff Council Professional Development Fund Rubric

| Request Criteria  | 0 points   | 1 point  | 2 points  | Total |
|---|--|--|---|-------|
| <b>Previous requests/funding from the Professional Development Fund</b> | Applicant has been awarded funding during the current fiscal year.             | Previous complete application was denied during the current fiscal year.                                     | Applicant has not previously applied or been awarded funding.   |       |
| <b>Amount of funding requested</b>                                      | Amount requested is above the award limit.                                     |  | Amount requested is at or below the award limit.  |       |
| <b>Description of opportunity and benefits derived</b>                  | It is unclear what kind of learning and growth would occur from this proposal. | Project will enhance professional development for the individual and may help the department or institution. | Project will significantly enhance professional development not only for the individual, but also for the department and institution. |       |
| <b>Departmental Support</b>   |  | No other funds required or appropriate shared/matching funds secured from unit.                              | No shared or matching funds available from unit.  |       |
| <b>Professional development activity in past three years</b>            | Applicant has had numerous professional development opportunities.             | Applicant has had some previous professional development opportunities.                                      | Applicant has had no previous professional development opportunities.   |       |
| <b>Administrator Approval</b>   | Submitted without Supervisor/Manager approval.                                 |  | Submitted with Supervisor/Manager approval.   |       |
| <b>SCORE:</b>   |  |  |   |       |

| <b>Additional Considerations</b>                               |  |  |  |  |
|--|--|--|--|--|
| An additional 1-2 points may be awarded for each consideration |  |  |  |  |
| <b>Total of anticipated expenses</b>                           | Are anticipated expenses greater than the total amount available through the fund or from the department?<br>Up to \$500 = 1 point, \$501 or more = 2 points |  |  |  |
| <b>Length of time in current position at UVM</b>               | How long has the applicant been in their current position?<br>0-3 years = 1 point, 4 years or more = 2 points  |  |  |  |
| <b>Campus involvement and volunteerism</b>                     | Is the applicant's involvement in campus or community programs and activities sustained and beneficial?<br>Involved = 1 point, Very involved = 2 points      |  |  |  |
| <b>TOTAL SCORE:</b>  |  |  |  |  |