

**RUBRIC TO EVALUATE
TEACHING CONFERENCE TRAVEL FUNDS**

Please use this rubric to evaluate proposals for teaching conference travel funds, giving more consideration to the first two shaded criteria. After considering all the criteria collectively, please assign a one- to five-star rating for each proposal on the spreadsheet provided.

	Highest Priority for Funding	High Priority for Funding	Moderate Priority for Funding	Low Priority for Funding
Criterion: Focus on College/University Teaching and Learning	The proposal describes a high degree of focus on college teaching practices and/or college student learning.	The proposal describes somewhat of a focus on college teaching and learning but the primary focus is elsewhere.	The proposal makes reference to college teaching and learning but the focus is unclear.	The proposal has no reference to college teaching practices and/or college student learning.
Criterion: Evidence and Rigor in Research	The proposal explicitly and directly describes a rigorous, empirical approach to examining college teaching practices and/or student learning, and includes evidence or projected findings.	The proposal describes a rigorous, empirical approach to examining college teaching practices and/or student learning, but the focus is less clear and/or evidence is not included.	The proposal refers to teaching and learning but does not take a rigorous, empirical approach (describing, for example, a classroom technique that was not subjected to study).	The proposal is unclear or lacks any information about the approach to college teaching practices and/or student learning.
Criterion: Scope of Conference	The conference is international in scope, representing a wide, global audience.	The conference is national in scope, representing a wide North American audience.	The conference is regional in scope, representing a statewide or regional audience.	The conference is local in scope, representing an audience that is primarily KSU campus-based.
Criterion: Applicant Involvement	The applicant provides evidence that they are involved in multiple presentations or activities at the conference.	The applicant provides evidence that they are involved in one presentation or poster session at the conference.	The applicant provides evidence that they are involved in one activity (e.g., committee work) at the conference, but is not involved in a presentation.	The applicant is attending the conference but is not participating in a presentation or activity, or does not provide evidence that their presentation or activity has been accepted.