Academic Staff Professional Development Grants

Evaluation overview

A sub-committee of the Professional Development and Recognition Committee (PDRC) reviews all grant proposals and makes recommendations for funding. Membership on this sub-committee rotates amongst all members of the PDRC committee. Over time an evaluation rubric has been developed to promote consistency of review and to assist and offer guidance with the review procedure to new members of the sub-committee.

The following is an overview of the scoring rubric:

- **Proposal priority**: 10 points
- **Significance**: 10 points
- **Sharing and dissemination**: 5 points
- **Optional extra points**: 5 points

**Proposal priority** refers to the program objectives of improving institutional effectiveness and improving program quality. Does the proposed activity address these objectives?

**Significance** refers to third objective of individual professional development. Is the proposed activity relevant to the academic staff member’s position and job responsibility? Does the proposal sell the experience as one that will improve the applicant’s knowledge and performance of her or his duties at UW-Madison?

The significance of presenting versus attending is determined on an individual basis.

**Sharing and dissemination** plan addresses the impact that this experience may have on others at UW-Madison through a plan for sharing information with colleagues, students or others. If sharing is something that cannot be reasonably addressed due to the nature of the proposal or position of the staff member, a lower score may be awarded.

**Optional extra points** may be given to proposals that are particularly cost-effective. Proposals that meet institutional priorities such as activities that target the improvement of multicultural environment on campus and/or address issues of race and ethnicity receive additional points.

**Other factors** used in evaluating proposals may include appropriateness of budgets, suitability of the location of proposed Professional Development experience, past history of awards (attendance at same conference for many years running may lower priority of proposal), and college/department/unit ranking.

PDRC Professional Development Grants subcommittee, 27 January 2006