

### Travel Funding Rubric for Graduate Faculty

Area of Evaluation	Exceeds Expectations (4-5 Pts)	Meets Expectations (2-3 Pts)	Does Not Meet Expectations (0-1 Pts)
Research Being Presented	<ul style="list-style-type: none"> <li>• The project description contains background information on the topic, including references</li> <li>• There is a clear description of the topic leading to a well-formulated research question or hypothesis</li> <li>• It is clear to the reader that the research/creative activity is novel and will make a contribution to the faculty member's field</li> <li>• The research/creative activity methodology is clearly explained</li> </ul>	<ul style="list-style-type: none"> <li>• There are minor issues in this section (e.g., the project description lacks some detail, the research question is not fully formulated, it is not completely clear if the research makes a unique contribution to the literature in the field)</li> </ul>	<ul style="list-style-type: none"> <li>• There are major issues in this section (e.g., the project description is so short that the reader is unable to understand the background on the topic or proposed research that the student conducted)</li> </ul>
Appropriateness of Conference	<ul style="list-style-type: none"> <li>• Explanation of importance of conference to field is thorough and may indicate:               <ul style="list-style-type: none"> <li>○ National or regional</li> <li>○ Top conference in field</li> <li>○ Conference is very selective</li> <li>○ Conference is always well attended</li> <li>○ Presentation before a large group</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Explanation of importance of conference to field is adequate and may indicate:               <ul style="list-style-type: none"> <li>○ Regional or local</li> <li>○ Conference is well regarded by most in field</li> <li>○ Conference is somewhat selective</li> <li>○ Conference is for a select group</li> <li>○ Presentation may be at a podium or a poster session</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Poor explanation of importance of conference to field and may indicate:               <ul style="list-style-type: none"> <li>○ Local conference with little or no reputation</li> <li>○ Conference is not well established</li> <li>○ There are no selection criteria for presenters</li> <li>○ Presentation style is not defined</li> </ul> </li> </ul>

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Eligibility of Presenter	<ul style="list-style-type: none"> <li>• Holds Graduate Faculty Status</li> <li>• Taught Graduate courses in last 12 months</li> <li>• Served as a Graduate Program Coordinator currently or in last 12 months</li> <li>• Presenting with a graduate student</li> <li>• Strong record of previous presentations and publications</li> </ul>	<ul style="list-style-type: none"> <li>• Holds Graduate Faculty Status</li> <li>• Occasionally teaches graduate courses</li> <li>• Occasionally serves on committees concerning graduate issues</li> <li>• Moderate record of previous presentations and publications</li> </ul>	<ul style="list-style-type: none"> <li>• Does not hold Graduate Faculty Status (<b>not eligible</b>)</li> <li>• Has never taught graduate courses</li> <li>• Has not worked with graduate students</li> <li>• Weak record of previous presentations and publications</li> </ul>
Support and Approval of Department Chair	<ul style="list-style-type: none"> <li>• Department Chair enthusiastically supports and approves</li> </ul>	<ul style="list-style-type: none"> <li>• Department Chair approves with reservations</li> </ul>	<ul style="list-style-type: none"> <li>• Department Chair does not approve (<b>not eligible</b>)</li> </ul>
Potential for Publication	<ul style="list-style-type: none"> <li>• Great potential for publication in high quality journals</li> </ul>	<ul style="list-style-type: none"> <li>• Some potential for publication</li> </ul>	<ul style="list-style-type: none"> <li>• Little to no potential for publication</li> </ul>
Potential for Graduate Student Recruitment	<ul style="list-style-type: none"> <li>• Prospective graduate students will be in attendance and there will be an opportunity to recruit</li> </ul>	<ul style="list-style-type: none"> <li>• Prospective graduate students may or may not be in attendance</li> <li>• There may be an opportunity to talk to faculty from other institutions about recruiting</li> </ul>	<ul style="list-style-type: none"> <li>• Little to no potential for recruitment of graduate students</li> </ul>
Appropriateness of Budget Requested	<ul style="list-style-type: none"> <li>• Budget requested appropriately outlines expenses</li> <li>• Travel expenses use least possible cost options</li> <li>• Other units are sharing cost of attendance</li> <li>• Conference acceptance notification has been verified</li> </ul>	<ul style="list-style-type: none"> <li>• Budget requested has only a few errors</li> <li>• Travel expenses may not be the lowest possible options</li> <li>• Full amount requested from The Graduate College</li> <li>• Conference acceptance notification has been verified</li> </ul>	<ul style="list-style-type: none"> <li>• Budget incorrectly submitted or not submitted</li> <li>• Travel expenses requested are not appropriate</li> <li>• Conference acceptance notification has <b>not</b> been verified</li> </ul>