

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"> • There is a clear description of the topic leading to a well-formulated research question or hypothesis • It is clear to the reader that the research/creative activity is novel and will make a contribution to the faculty member's field • The research/creative activity methodology is clearly explained 	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • 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)
Appropriateness of Conference	<ul style="list-style-type: none"> • Explanation of importance of conference to field is thorough and may indicate: <ul style="list-style-type: none"> ○ Top conference in field ○ Conference is very selective ○ Conference is always well attended ○ Presentation before a large group 	<ul style="list-style-type: none"> • Explanation of importance of conference to field is adequate and may indicate: <ul style="list-style-type: none"> ○ Conference is well regarded by most in field ○ Conference is somewhat selective ○ Conference is for a select group ○ Presentation may be at a podium or a poster session 	<ul style="list-style-type: none"> • Poor explanation of importance of conference to field and may indicate: <ul style="list-style-type: none"> ○ Conference is not well established ○ There are no selection criteria for presenters ○ Presentation style is not defined
Potential for Publication	<ul style="list-style-type: none"> • Great potential for publication in high quality journals 	<ul style="list-style-type: none"> • Some potential for publication 	<ul style="list-style-type: none"> • Little to no potential for publication

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Areas of Administrative Review (no scoring)		
Eligibility of Presenter	<ul style="list-style-type: none"> • Holds Graduate Faculty Status • Teaches graduate courses • May serve on committees concerning graduate issues • Record of previous presentations and publications • Conference acceptance notification has been verified 	<ul style="list-style-type: none"> • Does not hold Graduate Faculty Status (not eligible) • Has never taught graduate courses • Has not worked with graduate students • Weak record of previous presentations and publications • Conference acceptance notification has not been verified
Support/Approval of Dept Chair	<ul style="list-style-type: none"> • Department Chair approves 	<ul style="list-style-type: none"> • Department Chair does not approve (not eligible)
Appropriateness of Budget Requested	<ul style="list-style-type: none"> • Budget requested appropriately outlines expenses • Travel expenses use least possible cost options • Other units are sharing cost of attendance 	<ul style="list-style-type: none"> • Budget incorrectly submitted or not submitted • Travel expenses requested are not appropriate
Presenting with Graduate Student(s)	<ul style="list-style-type: none"> • Faculty member is presenting with a KSU graduate student 	<ul style="list-style-type: none"> • Faculty member is not presenting with a KSU graduate student.