

Scoring Rubric for Professional Advancement Travel Resource Committee

Applicant Name: _____ Rank: _____

Student

Staff (*MPP are not eligible*)

Faculty

For items 1-6 below, rate each criterion using the following scale based on the quality of the application, comments are not required.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

1.	The travel destination and timeframe are clearly described and appropriate. <i>Comments:</i>	1	2	3	4	5
2.	The funding request is clearly described, justified, itemized, and reasonable. Expenses follow CSU Travel policy as well as CSUSM Travel Procedures. <i>Comments:</i>	1	2	3	4	5
3.	The travel activities are clearly described and feasible. <i>Comments:</i>	1	2	3	4	5
4.	The description of how travel will enhance the applicant’s professional growth is clear. <i>Comments:</i>	1	2	3	4	5
5.	The relevance of the travel to the applicant is well defined and indicates how participation will make an important contribution to the university mission and vision. <i>Comments:</i>	1	2	3	4	5
6.	The desired outcome of travel is clearly described. <i>Comments:</i>	1	2	3	4	5

7. Applicant is seeking outside funding for proposed travel Yes No

8. Applicant has applied to be a presenter Yes No