

## Scoring Rubric for Professional Advancement Travel Resource Committee

Applicant Name: \_\_\_\_\_

Category:  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 optional but encouraged for your benefit.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

1.	<b>Travel Destination and Timeframe</b> The travel destination and timeframe are clearly described and appropriate. Travel must be completed no later than May 2026. Comments:	1	2	3	4	5
2.	<b>Funding Request</b> The funding request is clearly described, justified, itemized, and reasonable. Expenses follow CSU Travel policy as well as CSUSM Travel Procedures. Comments:	1	2	3	4	5
3.	<b>Travel Activities</b> The travel activities are clearly described and feasible. Comments:	1	2	3	4	5
4.	<b>Professional Growth</b> The description of how travel will enhance the applicant’s professional growth is clear. Comments:	1	2	3	4	5
5.	<b>Relevance to University Mission</b> 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. <a href="#">Mission, Vision &amp; Values</a>   <a href="#">About Us</a>   <a href="#">CSUSM</a> Comments:	1	2	3	4	5
6.	<b>Desired Outcome</b> The desired outcome of travel is clearly described. Comments:	1	2	3	4	5

**Additional Information:**

7. Applicant is seeking additional sources funding for proposed travel.     Yes                       No

8. Applicant has applied to be a presenter.                       Yes                       No

**Final Overview:** Did the applicant address the following?     Where     When     Why     How Long