

## Staff Development Award Scoring Matrix

<b>Feasibility</b>					
Is the activity accomplishable?			If the answer to either of these questions is "No", then score the proposal "0". Do not take any more time with the other criteria.		
Is the time frame appropriate?					
	<b>Does Not Meet Expectations (1)</b>	<b>Below Average (2)</b>	<b>Meets Expectations (3)</b>	<b>Above Average (4)</b>	<b>Exceeds Expectations (5)</b>
<b>Application Procedure</b>					
Did the applicant follow the application procedures in preparing the proposal? Has all requested information been included in the proposal?	Several items are missing and not all questions are answered	Most, but not all, supporting documentation is supplied and most, but not all, questions are answered	All supporting documentation is supplied and all questions are answered	All supporting documentation is supplied and organized and some questions are explained clearly	All supporting documentation is supplied, is well organized, explained clearly, and demonstrates a level of enthusiasm
<b>Quality of the Proposal</b>					
Is the proposal clear, coherent, and specific?	Confusing and/or incomplete	Somewhat clear and/or questions answered too briefly to be understood completely	Explanation is well prepared, clear and purpose is understood.	Explanation is well prepared, clear and purpose is understood. Little cut and paste is evident and some items are clarified by circling, highlighting, or side notes.	Explanation is well prepared, clear and purpose is understood. No cut and paste is evident and many items are clarified by circling, highlighting, or side notes.
Does the proposal hold promise for updating or revitalizing current skills, developing new skills related to current work responsibilities, or developing new skills which may allow the applicant to pursue other employment opportunities at MU?	Does not describe potential value of the activity	Briefly describes potential value of the activity	Clearly describes potential value of the activity to personal or professional situation.	Clearly describes potential value of the activity to personal and professional situation.	Clearly describes potential value of the activity to personal and professional situation with a level of enthusiasm.
<b>Outcomes</b>					
Can the anticipated benefits (outcomes) be measured?	No personal or professional outcomes described	Slight possible personal or professional outcomes are included.	Possible personal or professional growth outcomes are included	Personal and professional growth outcomes are included	Personal and professional growth outcomes are included with a level of enthusiasm
Are the anticipated benefits consistent with the purpose of the activity?	No consistency between proposed benefits and purpose shown in brochure	Slight inconsistency between proposed benefits and purpose shown in brochure	Benefits are consistent with purpose described in brochure	Multiple possible benefits are consistent with purpose described in brochure	Multiple possible benefits are consistent with purpose described in brochure and proposed activity holds promise of quality
Are there anticipated benefits to others? Students? Colleagues?	No benefits to others	Little benefits to others	Benefit for others is indicated	Some benefits to more than one group	Many benefits to more than one group
<b>Budget</b>					
Is the budget sufficiently detailed?	One or more budget items or justifications are missing	Some budget items and justifications are detailed and/or only minor calculation errors are present	All budget items and justifications are detailed and only minor calculation errors are present	All budget items and justifications are detailed and explained with no calculation errors present	Superior documentation of all budget items and justifications are detailed, including side notes with no calculation errors
Is the budget realistic/reasonable?	Exceeds limit with no explanation for overage or contains large amounts of items not covered	Budget contains items which exceed expected charges without adequate explanation provided	Budget is reasonable and realistic. Shows wise use of funds.	Budget is reasonable and realistic, attention is given to cost savings	Budget is reasonable and realistic, attention is given to cost savings and explanation includes how planning leverages department funds, <b>or</b> achieves "Bang for the Buck"