PROFESSIONAL DEVELOPMENT FUNDING REQUEST RUBRIC

IMPORTANT GUIDELINES:
- **Maximum Funding:** Based on evaluation criteria and availability of funds
- **International Travel:** Must demonstrate clear impact on students and/or local community
- **Application Window:** October 1-31, 2025 (For Conference attendance from January – December 2026)

QUICK REFERENCE FOR APPLICANTS
Before submitting, ensure your request answers these key questions:
☐ How well does this activity support college priorities and your job responsibilities?
☐ What will you accomplish and how will you share your learning?
☐ How will this help reduce barriers for students who face educational challenges?
☐ How will you spread knowledge gained to benefit others?
☐ Could this be scaled up if successful?

SCORING GUIDE

TOTAL SCORE	RECOMMENDATION	NEXT STEPS
13-15 points	**Strongly Recommend Approval**	Full funding recommended
10-12 points	**Recommend with Conditions**	Approve with modifications or reduced funding
7-9 points	**Do Not Recommend**	Significant revisions needed before resubmission
Below 7 points	**Reject**	Does not meet minimum standards

To access the Classified and Management Professional Development Request form, visit: sac.edu/CMPD

EVALUATION CRITERIA

Each criterion scored 1-3 points. Total possible: 15 points

CRITERIA	EXCELLENT (3 points)	GOOD (2 points)	Insufficient (1 point)	SCORE
1. *How well does this activity support college priorities and your job responsibilities?*	**Clear, strong connection** to college strategic plan AND student equity goals OR directly enhances your current role	**Some connection** to college plans OR somewhat enhances your current role	**Little to no connection** to college priorities OR your current role	
2. *What will you accomplish and how will you share your learning?*	**Detailed, specific outcomes** with clear procedures for college-wide sharing	**Somewhat clear outcomes** with basic sharing plan	**Vague outcomes** with no sharing plan	
3. *How will does this help reduce barriers for students who face educational challenges?*	**Directly addresses** specific barriers faced by underserved student populations with clear action plan	**Some connection** to underserved students with general improvement plan	**No clear connection** to underserved students or barrier removal	
4. *How will you spread knowledge gained to benefit others?*	**Multiple methods** for sharing (presentations, materials, training others)	**At least one clear method** for sharing knowledge	**No specific methods** for sharing	
5. *Could this be scaled up if successful?*	**High potential** for college-wide implementation with clear strategy for policy/procedure changes	**Some potential** for expansion with basic strategy	**Limited potential** for expansion with no clear strategy	