

Office of Sponsored Programs and Faculty Development
Faculty Development Program

APPENDIX G: Off-Campus Evaluation Form

Proposal Number: _____ Name of Reviewer: _____

Eligibility

- All 9-month teaching faculty.
- All 12-month faculty currently teaching or teaching in next 18 months (proposals must be teaching related).

Exclusions

- Proposals for previously-attended programs won't be recommended unless uniqueness is demonstrated.
- Only one faculty member per off-campus experience (multiple proposers must provide compelling rationale).

Budget

- Justification listing budget items, amounts requested, and basis for request (cover page insufficient).

Supporting Letter

- Supporting letter must come from a faculty colleague (knowledgeable in field treated by program/familiar with proposer's professional work).
- Letter should evaluate program and relate projected experience to proposer's professional growth.

PLEASE RETURN THIS EVALUATION WITHIN 48 HOURS OR SOONER TO:

Office of Sponsored Programs and Faculty Development, Dempsey 214

INTERACTIVE: Does activity require proposer's active involvement in the learning experience? Examples: small-group discussions, problem solving, development of materials, skill development, "hands-on" experience. If this criterion is not satisfactorily met, the proposal will not be recommended for support at the \$1,500 level, but may be funded at the \$750 level if all other criteria are met.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FOCUSED: Is there limited topical coverage which provides in-depth topic examination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LIMITED ENROLLMENT: Is enrollment limited based on applicant's qualifications or optimum size established by the off-campus agency to facilitate the learning experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SPECIAL CONSIDERATIONS: Has proposer attached descriptive materials, including agenda used to describe program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If program information is insufficient to clearly delineate an interactive, focused experience, has proposer provided evidence that the program meets this criteria?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FACULTY DEVELOPMENT: Has proposer demonstrated a clear relationship to his/her area of teaching or research?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has proposer identified specific outcomes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Special Considerations: If experience involves six hours or less of instruction, has proposer addressed how a limited experience will provide significant professional development and will be a cost effective expenditure of funds? Failure to satisfactorily address development and cost effectiveness of short programs will be cause for Board to not recommend support.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
INSTRUCTION: Are off-campus instructor(s) qualifications and program depth/level appropriate for the faculty member attending?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Committee Member Recommendation: **Approve** **Deny**