

Winston-Salem State University
Professional Development Committee Handbook



Last revised and Committee approved
Fall 2024

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Professional Development Committee Responsibilities

The Professional Development Committee (PDC) is responsible for assessing and offering funding recommendations concerning endeavors that enhance the professional capabilities of faculty members within the realms of teaching and scholarly research. It is important to note that the PDC's role is distinct from the processing of documentation and funding accounts, as these administrative tasks fall outside the purview of the committee's mandate.

Membership

Every academic department within Winston-Salem State University must select a full-time faculty member and alternate, both of whom will be designated to serve on the PDC. The Chair and/or Vice Chair of the Faculty Senate, the Provost, and other senior academic administrators may participate as *ex-officio* members. Furthermore, the committee members are responsible for electing the members of the PDC executive board.

Membership Eligibility

To qualify for election to the PDC, an individual must satisfy the following criteria:

- 1-Hold an academic rank within the department from which they are being elected.
- 2-Be a full-time voting member of the General Faculty, with a significant portion of their duties involving classroom teaching.
- 3-Not concurrently hold the dean, associate dean, or department chairperson positions. Additionally, an individual serving as a director may be considered eligible only if they are not overseeing a center and their teaching responsibilities account for 50% or more of their overall duties.
- 4- The committee chair must be elected from a pool of tenured faculty candidates. Subcommittee chairs, the executive secretary, and the co-chair can be tenured or tenure-track.

Member Responsibilities

- 1-The PDC convenes on the fourth Tuesday of each academic month, except for official university breaks (summer, spring, fall, and winter) and UNC system calendar holidays.
- 2-All members are expected to participate in the monthly general PDC meeting. If a member cannot attend, their department's alternate representative should be present in their stead.
- 3- All members except those on the executive committee must be assigned to a subcommittee.
- 4-When their subcommittee chair assigns a member a review duty, they must complete their reviews in alignment with the subcommittee criteria. Within two weeks, they must submit their recommendations for either approval or denial to their subcommittee chair.
- 5-Members bear the responsibility of training their respective alternates. Furthermore, they must keep their alternate representative informed about the latest developments within the PDC.

6-It is paramount that delegates promptly respond to emails and requests for application reviews, ensuring the committee's effective operation. In cases where a delegate does not provide the required response, as outlined in the handbook, the PDC chair reserves the right to consider appointing the alternate as a replacement or to request the department chair to designate a new delegate. ***Delegates are expected to acknowledge receipt of the review request from the Subcommittee chair within two days.*** Failure will prompt the Subcommittee Chair to designate the task to the alternate. The alternate must complete the application review within one week, adhering to the rubric provided.

Term of appointment

1-The term of a PDC committee member is two years. A member is eligible for one reappointment or reelection. After completing this term, the member must wait for a period of two years before becoming qualified to serve again.

2-PDC committee members whose appointment concludes at the end of the academic year must inform the PDC executive committee of their detachment. A new PDC committee member from the former delegate department needs to be appointed alongside their alternate.

3-The departing departmental representative should provide training for new departmental alternates to the PDC before the conclusion of their academic year term. Each alternate is expected to attend at least one PDC meeting during their two-year alternate period.

4-A comprehensive list of all active PDC members, including Chair, Co-Chair, Secretary, and Subcommittee Chairs, must be available to all members and updated by the executive committee at the beginning of each academic year.

Election of the Executive Committee and Subcommittee Chairs

1-During the March PDC meeting, both outgoing and incoming PDC members, along with present alternates, are invited to propose candidates' names for the new PDC Chair, Co-Chair, Executive Secretary, and Subcommittee Chairs of the Travel, Research, and Colloquium.

2-Nominees have the option to withdraw their names from consideration voluntarily. A designated period and method for submitting nominations should be established to manage the nomination process effectively.

3-Outgoing and incoming PDC committee members will conduct a clear and defined voting process for each nominated Executive Committee position. The method of voting, whether through a ballot or another procedure, will be determined in advance to ensure transparency and fairness. Candidates receiving the most plurality votes for each position will assume those roles at the commencement of the new academic year. A new election will occur between the two candidates in case of a tie until one candidate gets the simple majority (50% +1) of votes.

4-During April, the outgoing PDC Executive Committee will be responsible for providing comprehensive training to the incoming PDC Executive Committee. The training of new members includes ***familiarizing new members with the PDC meeting schedule and expectations to ensure consistent attendance; defining the expectations for participation in PDC meetings and***

handling absence scenarios; educating new members about their role in training and keeping their alternate representatives informed and training new members in timely communication and responding to review requests effectively. The outgoing PDC Executive Committee will continue to serve in an advisory *ex-officio* capacity until the September meeting.

5-. The *ex-officio* duties of the outgoing committee are to provide comprehensive training to the incoming committee members, as described in the initial passage, to familiarize them with meeting schedules, expectations, participation guidelines, and communication protocols; provide advice and guidance to the incoming PDC Executive Committee members based on their experience and institutional knowledge; assist in the smooth transition of responsibilities, procedures, and projects from the outgoing committee to the incoming committee; share insights, historical context, and lessons learned from their tenure to help the new committee make informed decisions and help new members understand the importance of consistent attendance at PDC meetings and provide strategies for handling absence scenarios.

Handbook and Sub-committee Criteria Alterations

In any proposed amendment to the Handbook or sub-committee evaluation guidelines, approval requires a majority vote from the committee members, defined as more than half of the total votes cast. Voting may occur in person during committee meetings or through a designated online platform, with the mode determined by the committee chair.

The committee chair sets a clear deadline for members to vote on proposed alterations. This deadline must be communicated well in advance, allowing ample time for thorough review by all members.

If a clear majority has yet to be reached by the presented deadline, the executive committee and sub-committee chairs will gather to assess the votes received. Based on the votes cast by the deadline, the executive committee and sub-committee chairs will decide on the proposed alteration, which will be considered valid and binding for implementation.

Communication of decisions is a critical aspect of this policy. Decisions made by the committee, or the executive committee will be promptly communicated to all members, ensuring transparency and informing everyone about the vote's outcome. Additionally, all voting results and decisions will be documented and maintained for future reference.

This voting policy may be subject to periodic review and revision by the committee to ensure its ongoing effectiveness and alignment with the committee's evolving needs.

PDC Executive Committee Composition

The PDC Executive Committee comprises the following members: PDC Chair, PDC Co-Chair, Executive Secretary, Travel Subcommittee Chair, Research Subcommittee Chair, and Colloquia Subcommittee Chair.

Subcommittee Functions:

Travel Grant Subcommittee: The Travel Grant Subcommittee is entrusted with providing recommendations to the PDC chair regarding grants to facilitate conference attendance and participation.

Research Subcommittee: The Research Subcommittee is tasked with presenting recommendations to the PDC chair concerning allocating funds to support research and scholarly projects for full-time faculty.

Colloquia Subcommittee: The Colloquia Subcommittee is responsible for putting forth recommendations to the PDC chair to distribute funds to full-time faculty members who intend to organize visiting lectures, presentations, or other research-related activities on campus.

Executive Committee Responsibilities

PDC Chair

The PDC Chair is entrusted with the following responsibilities:

- 1- Overseeing all activities of the PDC, Subcommittees, Executive Secretary, and the Executive Committee.
- 2-Conducting monthly PDC meetings.
- 3-Facilitating the collection and distribution of applications to respective subcommittee chairs.
- 4-Maintaining comprehensive records of funding recommendations and tracking spending activities per subcommittee.
- 5-Engaging discussions with the Provost regarding the PDC budget and presenting budget reports during the monthly committee meetings.
- 6-Collaborating with the Executive Committee to prepare the agenda for monthly PDC meetings.
- 7-Collect and organize all PDC applications annually to generate an annual report and upload it to a shared repository available to the other committee members.
- 8-Issuing letters of approval or denial to PDC grant applicants.

Co-Chair

The Co-Chair is an aide to the Chair, supporting executing responsibilities and ensuring seamless functioning across all committee activities.

Executive Secretary

The Executive Secretary assumes the following responsibilities:

- 1-Record meeting minutes, prepare them for approval in subsequent meetings and organize and distribute the monthly meeting agendas.
- 2-Collaborate with the Chair and IT personnel to ensure accurate and up-to-date information on the PDC website.
- 3-Update the application portal with information about the budget limit per faculty per year, per subcommittee, and appropriate application deadlines and guidelines, including application processes in each sub-committee portal.

Subcommittee Chairs (Travel, Research, Colloquia)

Subcommittee Chairs are responsible for supervising the activities within the PDC subcommittee that they are assigned to. These responsibilities encompass the evaluation of PDC funding recommendations and the allocation of review assignments that contribute to the formulation of these recommendations by the members of their subcommittees.

- 1-Upon receipt of a proposal through the application portal, each Subcommittee Chair will assign two designated members of the Subcommittee, who will function as reviewers.
- 2-Reviewers within the Subcommittee will provide funding recommendations and address any concerns to the Subcommittee Chair within two weeks of document reception. The Subcommittee Chair will issue a reminder if a review is not received within one week.
- 3-The appropriate Subcommittee Chair will meticulously review the documentation provided by the reviewers and formulate a final recommendation for approval or denial, which will be conveyed to the PDC Chair.

Faculty Development Grant Eligibility

The PDC offers grants to support faculty development across travel, research, and colloquia. These grants will be prioritized as follows:

- 1-Tenure-track Faculty (Assistant Professors, including Clinical Faculty)
- 2-Tenured Faculty: Associate Professors are given preference over Full Professors.

Appeal Process

Initiating an Appeal:

- 1-Applicants whose applications have been denied have the right to appeal the decision.
- 2-The applicant must contact their departmental representative to express their intention to appeal.
- 3-The applicant discusses the particulars of their case thoroughly with their departmental representative.

Departmental Representative's Role:

- 1-The departmental representative, as a neutral intermediary, acts on behalf of the appellant.
- 2-The departmental representative contacts the PDC Chair to formally initiate the appeal process.
- 3-The appeal is requested to be placed on the agenda of the upcoming PDC general meeting.

Agenda Inclusion:

- 1-The PDC Chair includes the appeal as a designated item on the agenda for the upcoming meeting.
- 2-This agenda item clearly states the appeal's nature and the appellant's name.

Presentation of the Appeal:

- 1-During the PDC general meeting, the departmental representative presents the case for the appeal.
- 2-The departmental representative outlines the grounds for the appeal and presents any relevant supporting documentation.

Committee Deliberation and Voting:

- 1-Following the appeal presentation, the committee engages in a deliberation session.
- 2- A majority vote of a quorum within the committee is conducted to decide on the appeal.
- 3-The committee members discuss the appeal's merits and consider the presented information.

Appeal Decision:

- 1- Based on the committee's discussion and vote, the appeal is either approved or rejected.
- 2-If the appeal is approved, the original decision regarding the application may be reconsidered, and appropriate actions will be taken.
- 3-If the appeal is rejected, the original decision remains unchanged.

Communication of Decision:

- 1-The PDC Chair communicates the appeal decision to the appellant and the departmental representative.

2-If the appeal is approved, the committee's instructions regarding the application are conveyed to the appellant.

PDC Fund Management and Expenditure Policy

This policy outlines the guidelines for managing, allocating, and utilizing funds provided to the Professional Development Committee (PDC) for faculty development grants. It emphasizes fiscal responsibility, transparency, and adherence to specified budgetary limits.

Section 1: Budget Limitation

1.1 The PDC acknowledges that fiscal prudence is essential in managing the funds allocated for faculty development grants.

1.2 Faculty members applying for grants must adhere to their designated personal budget limit established by the PDC.

Section 2: Unspent Funds

2.1 Unspent funds must not be utilized as supplementary funding for any recipient under any circumstances.

2.2 Unspent funds, as well as any portion of funds not used within the designated funding period, shall revert to the control of the Provost's office.

2.3 The Provost's office shall assume responsibility for managing and allocating reverted funds in alignment with institutional guidelines.

Section 3: Accountability and Reporting

3.1 The PDC shall maintain accurate records of grant allocations, expenditures, and unspent balances.

3.2 Reports detailing the allocation and utilization of PDC funds shall be submitted to the Provost's office by the end of each funding phase.

3.3 Transparency shall be maintained in reporting reverted funds and their subsequent allocation.

Section 4: Review and Amendments

4.1 This policy shall be reviewed periodically to ensure its relevance and effectiveness.

4.2 Amendments to this policy require approval by the PDC and should be communicated to all stakeholders.

Travel Grants

a. Overview

The PDC Travel Grant provides full-time faculty with supplemental travel funds to support the presentation of their research, scholarship, or creative activity, serving as chairpersons, participating as panelists, or contributing in other appropriate manners at scholarly meetings. The principal aim is to promote the presentation of research and scholarship, including all campus departments.

b. Eligibility

All full-time teaching/research faculty are eligible to apply. Adjunct faculty, instructors, and deans are ineligible.

c. Eligible Travel

Faculty members can seek funding for professional development through travel, which includes attending conferences or meetings. International travel is allowed once per academic year for each faculty member. Domestic travel is permissible multiple times a year, provided each request stays within the domestic travel cap of \$1,936.00. The total of all travels should not exceed the limit of \$3,630.00 per faculty member per academic year.

d. Amount

The funding cap for domestic travel is \$1,936.00 and \$3,025.00 for international travel per year. The maximum cumulative yearly award is set annually by the PDC Committee (current \$3,630.00). Faculty may apply more than once but not exceed the approved amount.

e. Funding Priorities

Priority for funding within the United States is given to presentations, serving as a session chair or moderator, receiving awards, attending teaching workshops or training, and traveling for research. Commitment to share development activity within two years is required during the application process.

f. Application

Travel Grant Applications are reviewed upon receipt, requiring submission a minimum of six weeks before the conference. Funding decisions are communicated via email within two weeks following the submission.

g. Review

PDC Travel Grant proposals are reviewed as received, with early application recommended for proper processing time.

h. Payment

Approved grants are not immediately funded; the Provost's Office provides payment through pre-payment or reimbursement following official university procedures highlighted on the sub-committee's application page.

Research Grants**a. Overview**

PDC Research Grants support research and scholarly efforts of tenure-track and tenured faculty across all campus departments. Regulatory approval (IRB, IACUC, etc.) is required, with up to two grants combinable for a research project involving mentoring.

b. Eligibility

Full-time faculty required to conduct research are eligible. Adjunct faculty, instructors, and Deans are not eligible.

c. Eligible Research and Scholarly Work

Proposals that align with the mission of WSSU and support professional development. Eligible costs cover supplies, equipment, and items necessary for research. However, funding for completing research dissertations, buying out release time for faculty members, and travel for research purposes are ineligible for funding. If there is a need for funds to support student research and student workers, it is recommended to discuss it with the Provost's office.

e. Amount

Funding is \$3,630.00 per faculty member per academic year, with a maximum cumulative yearly award set by the PDC Committee (currently, \$3,630.00).

f. Application

Research Grant Applications are reviewed upon receipt and require submission through the sub-committee portal.

g. Review

PDC Research Grant proposals are reviewed as they are received.

h. Payment

Approved grants are not immediately funded; the Provost's Office provides payment through pre-payment or reimbursement following official university procedures. It is recommended that you run your funding process through your department's administrator.

Colloquia Grants

a. Overview

Colloquia Grant Funds encourage faculty development by bringing scholars or colleagues to WSSU for intellectual exchange. Events must be open to the campus community, and faculty applicants must participate in speaker and topic selection.

b. Eligibility

Full-time teaching faculty are eligible to apply.

c. Eligible Uses

Funds may cover travel costs, honoraria, supplies, or other direct costs associated with the planned activity. Funds cannot be used for teaching a class or social expenses.

d. Amount

Colloquia awards are up to \$1,452.00 per faculty member, with a maximum cumulative yearly award set by the PDC Committee (currently, \$3,630.00).

e. Submission

Colloquia Applications are reviewed upon receipt and require submission through the subcommittee portal.

f. Review

PDC Colloquia Grant proposals are reviewed as they are received.

g. Payment

Approved grants are not immediately funded; the Provost's Office provides payment through pre-payment or reimbursement following official university procedures. It is recommended that you run your funding process through your department's administrator.

h. Additional Colloquia Application Guidelines

One designated applicant coordinates the event, serves as a contact person, and promotes the event campus-wide. A post-event overview is required. This document must be shared with the provost's office up to two weeks after the event, highlighting the number of participants and the overall impact of the activity.

ANNEX

Sub-Committee Rubrics and PDC CV format

PDC Curriculum Vitae Summary

I. Professional Preparation

- Education:
 - Ph.D. in [Your Field], University of [Your University], Year
 - M.S. in [Your Field], [Another University], Year
 - B.S. in [Your Field], [Yet Another University], Year

II. Appointments

- Current Position:
 - [Your Current Title], [Your Current Affiliation], Since [Year]
- Previous Positions:
 - [Previous Position 1], [Previous Affiliation 1], [Year1-Year2]
 - [Previous Position 2], [Previous Affiliation 2], [Year3-Year4]

III. Products

- Selected Publications:
 1. Author A, Author B, and Author C. "Title of Paper 1." *Journal Name*, Volume(Issue), Page Range, Year.
 2. Author X, Author Y, et al. "Title of Paper 2." *Another Journal*, Volume(Issue), Page Range, Year.
- Congress/Meeting/Conference:
 - Name of the Congress/Meeting/Conference, Title of the work, Type [Regional, National, International], Location [City,State,Country], Year.

IV. Synergistic Activities to the Proposed Research

- Research Collaborations:
 - Collaborated with [Collaborator Name] on [Project Title], [Year].
- Outreach and Education:
 - Conducted [Describe Outreach/Educational Activity], impacting [Number of Participants], Year.

V. Collaborators & Other Affiliations

- Collaborators:
 - [Collaborator Name 1], [Institution]

- [Collaborator Name 2], [Institution]
- Other Affiliations:
 - [Other Affiliation 1], [Institution]
 - [Other Affiliation 2], [Institution]

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Filling the PDC CV summary: A Brief Guide

Completing the PDC CV summary is a crucial step in presenting your professional qualifications for grant consideration. Follow these guidelines to ensure accuracy and completeness:

1. Professional Preparation:

- List your academic background, starting with your Ph.D. Include degrees, institutions, and graduation years.

2. Appointments:

- Detail your current position first, specifying title, affiliation, and the start date.
- Include previous positions, if applicable, with corresponding details.

3. Products:

- Highlight selected publications that showcase your research contributions.
- Specify any relevant work presented at Congresses/Meetings/Conferences.

4. Synergistic Activities:

- Describe collaborative efforts and partnerships in research projects or other activities.
- Include outreach and education initiatives that demonstrate the broader impact of your work.

5. Collaborators & Other Affiliations:

- List key collaborators and their institutions.
- Include any additional affiliations relevant to your research.

Important Notes:

- Ensure all information is accurate, up-to-date, and aligns with the provided format.
- Be concise and selective in choosing publications and activities for brevity.
- Your CV summary should be in TNR (12) and should not surpass 2 pages.

Review by PDC: The Professional Development Committee (PDC) reserves the right to request additional information or clarification if any items in your document are deemed unclear by the review subcommittee. This may include but is not limited to, seeking further details on collaborations, affiliations, or specific contributions. Timely and transparent responses to such requests will facilitate a smooth review process.

| PDC Travel Grant Rubric | | | | |
|--|--|---|--|----------|
| Criteria | Ratings | | | Points |
| 1. PDC Application Form | <p>2.0 pts. <i>Complete & Eligible</i> The application form is completed, and all the relevant information provided. The applicant is an eligible member of faculty applying for eligible travel. (Check the PDC handbook for more details on eligible travel).</p> | <p>1.0 pts. <i>Incomplete</i> The applicant failed to provide information on the form necessary to evaluate their eligibility.</p> | <p>0.0 pts. <i>Not provided</i> This document was not uploaded.</p> | 2.0 pts |
| 2. Cost File | <p>2.0 pts. <i>Complete & Eligible</i> The applicant used the PDC cost file to provide his or her best estimation of costs for their PDC travel grant. All requested funding is eligible for reimbursement by the PDC.</p> | <p>1.0 pts. <i>Incomplete</i> The applicant failed to use the PDC cost file, OR used the PDC cost file, but failed to provide important information OR requested funds that are ineligible for reimbursement by the PDC.</p> | <p>0.0 pts. <i>Not provided</i> This document was not uploaded.</p> | 2.0 pts. |
| 3. Receipts/Verifying information for cost estimates | <p>2.0 pts. <i>Complete & Eligible</i> Applicant provided receipts/screenshots of pricing information that verifies the estimates provided in the cost file. Receipts or screenshots of pricing are necessary for all costs except per diem and driving mileage. ***All totals referenced in the cost file are circled/highlighted/demarcated in the receipts*** All costs are eligible for reimbursement by the PDC.</p> | <p>1.0 pts. <i>Incomplete</i> The applicant failed to provide all receipts necessary for verification of cost estimates made in the cost file.</p> | <p>0.0 pts. <i>Not provided</i> This document was not uploaded.</p> | 2.0 pts. |
| 4. Curriculum Vitae (CV) | <p>2.0 pts. <i>Complete</i> CV is provided and shows specialty in the field as it relates to the conference and professional/research interest relevant to travel grant requests.</p> | <p>1.0 pts. <i>Ineligible</i> The applicant provided a CV, but the CV does not indicate scholarly interests relevant to the travel grant requested.</p> | <p>0.0 pts. <i>Not provided</i> This document was not uploaded.</p> | 2.0 pts. |

| | | | |
|--|---|--|----------|
| 5. Conference letter of acceptance, or explanation of special circumstances | <p>2.0 pts. <i>Complete & Eligible</i></p> <p>The applicant provided a letter showing they will be engaged in scholarship at the conference. Eligible scholarship for a travel grant includes presentation (oral or poster), chairing/moderating a session, receiving an award, or leading a panel discussion. If special circumstances exist, an explanation is required and provided. The application will be pending if applicant is waiting for such documentation. For workshop or training, provide a description on how their attendance will benefit WSSU.</p> | <p>0.0 pts. <i>Not provided</i></p> <p>This document was not uploaded.</p> | 2.0 pts. |
| 6. Are you willing to present on campus and/or submit your presentation? | <p>Yes 1</p> | <p>No 0</p> | 1.0 |
| 7. Evidence of Scholarship or Statement of Intent. Copy of abstract submitted to the conference for presentation, panel description, chairing/moderating a session description, or receiving an award description. | <p>2.0 pts. <i>Complete</i></p> <p>The applicant provided evidence of their relevant scholarship activity or intent. Traveling to a workshop or training, describe how your activity address the WSSU strategic plan and what WSSU will benefit from you attending the workshop or training. Applicant signs the Google Doc form if traveling for workshops or training.</p> | <p>0.0 pts. <i>Not provided</i></p> <p>This document was not uploaded.</p> | 2.0 pts. |
| 8. Google Doc Contract Form signed if traveling for workshops or training. | <p><u>Accept</u></p> <p>Email receipt of Google Doc form completion included.</p> | <p><u>Denied</u></p> <p>Email receipt of Google Doc form completion not included.</p> | |
| <p>Total Score = 13 with Section 6 and 8 included 11 = pending <11 or section 6 or 8 not included = reject</p> | | | |

PDC Research Grant Rubric-RESEARCH

REVIEWERS: The rubric that should be used for review is provided on the table below. As you review the research proposal, please complete the right two columns on the table below, using the rubric as a guide.

| Criteria | Possible Ratings | | | Points awarded by the reviewer | Comments |
|--|---|---|---|---------------------------------------|-----------------|
| 1. Provide a Research Proposal Summary that provides a full justification on the importance and relevance of the proposed topic The proposal sections must be clearly demonstrated: introduction (1-page maximum), research question, hypothesis, methods, alternative strategy, preliminary results (if applicable), timeline reference | 4.0 pts. The justification is complete | 2.0 pts. The justification is incomplete | 0.0 pts. The applicant failed to provide the necessary justification | | |
| 2. Justify how the proposal meets the WSSU strategic plan 2022-2030 and the commitment(s) specification. | 2.0 pts. The applicant provides clear and complete justification and commitment(s). | 1.0 pts. The applicant provides a partial justification. | 0.0 pts. The justification is absent in the application. | | |
| 3. Provide the PDC 2-page CV following the required guidelines. | 2.0 pts. The part of the research and published work is clearly specified | 1.0 pts. The part of the research and published work is partially specified | 0.0 pts. The part of the research and published work is not specified | | |

| | | | | | |
|--------------------------------------|--|---|--|--|--|
| 4. Budget Justification | 2.0 pts. A budget justification is provided that addresses all costs included in the proposal and is summed up correctly. | 1.0 pts. The budget justification is vague and does not address why materials, supplies, or equipment are needed. | 0.0 pts. Absent in the application. The proposal can be rejected and called for resubmission if costs sum up incorrectly. | | |
| | | | Total score: (10 pts = max) | | |
| 5. Quotes for supplies or equipment. | A (A=Full Accept) All official quotes were provided, and the total cost matches the total cost in the budget justification. May recommend approval if all other sections are available. | P (P = Partial Accept) Partial quotes provided. If accepted, approve only costs with official quotes. | D (D=Denied) No quotes are attached. | | |
| 6. Reviewers final decision | A (A=Full Accept) Criteria 1-6 provided | P (P = Partial Accept) Will be accepted if missing criteria is provided. | D (D=Denied) See Appendix A for list of potential reasons to reject the application; use the comment column to provide rationale. | | |
| | | | Total amount requested: (\$3,630.00 or less) | | |

Appendix A

Potential reasons include, but are not limited to:

- 1) the applicant submitted the application after research had already occurred,
- 2) the applicant did not complete the application,
- 3) the applicant did not submit the required documentation,
- 4) the applicant submitted the application to support research that would occur during the following academic year,
- 5) the applicant had already exhausted the approved research amounts,
- 6) the applicant's planned research did not match university priorities, or
- 7) the applicant is ineligible.

PDC Colloquia Grant Rubric

REQUESTOR:

PRESENTER:

PDC EVALUATOR:

| Criteria | Ratings | | | Points |
|---|---|---|--|----------|
| 1. Event Description | 2.0 pts. The colloquia proposal provides a clear and specific purpose for the colloquium. States whether is virtual or face-to face. | 1.0 pts. The applicant provides an event description, but it is somewhat vague. | 0.0 pts. The applicant failed to upload an event description. | 2.0 pts |
| 2. Speaker Travel Dates | 2.0 pts. The applicant provides travel dates for the speaker. | 1.0 pts. The applicant provides tentative travel dates for the speaker. | 0.0 pts. No travel dates provided. | 1.0 pts. |
| 3. Estimated Cost of Flight and Hotel | 2.0 pts. Real quotes for flight and hotels provided by the applicant. | 1.0 pts. Vague quotes for flights and hotels provided by the applicant. | 0.0 pts. No quotes provided. | 2.0 pts |
| 4. Justification on how proposal meets WSSU strategic plan <i>*justification is from <u>new</u> strategic plan</i> | 2.0 pts. The applicant provides a justification statement that addresses the WSSU strategic plan. | 1.0 pts. A justification statement provided that does not meet the requirement of the WSSU strategic plan but is reasonable. | 0.0 pts. Absent in the application. | 2.0 pts. |
| 5. Cost File | 2.0 pts. The applicant provides an itemized cost file to provide his or her best estimation of costs for their PDC colloquia grant. All requested funding is eligible for reimbursement by the PDC. | 1.0 pts. The applicant upload a cost file but failed to provide important information OR requested funds that are ineligible for reimbursement by the PDC OR did not sum costs correctly. | 0.0 pts. Not provided This document was not uploaded. | 2.0 pts. |
| 6. Budget Justification | 2.0 pts. A budget justification provided that addresses all costs included in the proposal and summed up correctly. | 1.0 pts. The budget justification is vague and does not address why materials, supplies, or equipment are needed. | 0.0 pts. Absent in the application. Proposal can be rejected and call for resubmission if costs sum up incorrectly. | 2.0 pts. |

| | | | | |
|--|---|---|---|----------|
| 7. CV of speaker | 2.0 pts. A CV attached that shows speaker has specialty in the area of the colloquia | 1.0 pts. A CV attached that shows speaker has some specialty in the area of the colloquia | 0.0 pts. No CV attached. | 2.0 pts. |
| 8. Campus invitation | 1.0 Entire campus or wide audience invited | 0.0 Entire campus or wide audience not invited | | 1.0 |
| 8. Quotes for supplies or equipment (only evaluate if applicable). | <u>Full Accept</u> All quotes provided and total cost matches total cost in the budget justification. May recommend for approval if all other sections are available. | <u>Partial Accept</u> Partial quotes provided. If accepted, approve only costs with quotes. | <u>Denied</u> No quotes attached. | |
| | | | | |
| Total Score = ___ with Section 9 included. | | | | |