

Professional Development Committee

Continuing Education Grant Rubric 11/18/19; 12/6/19

	3	2	1	0	SCORE
<b>Financial Need</b>	Applicant will be responsible for paying 100% of costs/fees associated with attending.	Applicant will be responsible for paying 50-99% the costs/fees associated with attending.	Applicant will be responsible for paying 10-49% of the costs/fees associated with attending.	Applicant will be responsible for paying less than 10% of the costs/fees associated with attending.	
<b>Intended Use of Funds</b>	Provides detailed information about how funds received from ALAO will be used; provides estimated costs for all fees and a total.	Provides some information about how funds received from ALAO will be used and gives a total.	Only provides total amount needed; no details about expenses.	Information not provided.	
<b>Description of how the proposed activity will support their professional development and strengthen their performance in their current work duties, or in their pursuit of a degree in librarianship.</b>	Provides a clear description of current work duties, professional development goals, or academic studies; explains how the CE activity aligns with duties, goals or studies; discusses how the CE activity will support their professional growth and strengthen their performance at work or school. Description is strengthened by specific examples (i.e. conference sessions, work projects, courses) that illustrate how the activity is connected to job / studies.	Provides some evidence for how the grant would support current work duties, professional development goals, or degree pursuit, but details and examples are vague	Provides some information but does not connect to work duties, professional goals, or degree program.	Information vague, or not provided.	
<b>Description of how the proposed activity will benefit their career development, and why it is the most productive and effective way to meet their career goals.</b>	Clearly articulates career or professional development goal(s) and discusses how the activity will help them meet these goals(s). Uses examples to explain how the CE activity aligns with career or professional development goals. Provides a compelling argument for why the activity is the best way to meet these goals.	Articulates career and professional development goal(s) and discusses how the activity will help them meet these goal(s). Examples used to explain how the CE activity aligns with career goals are vague or not given. Discusses why the activity is the best way to meet their career goals, but argument is not fully developed	States career or professional goals and attempts to explain how the activity will help them their goal(s), but explanation is not clear or lacks focus. Does not use examples to explain how CE activity aligns with career or professional development goal(s). Discussion of why the activity is the best way to meet their goals is vague or not given.	Information vague, or not provided.	
<b>SUBTOTAL</b>					
If there is evidence that the applicant is presenting at or actively involved in CE event, add 1 point.					
<b>TOTAL</b>					