

Request for Proposals to Support Teaching Workshops Scoring Rubric

Applications are scored on a 0-100 scale. Judges use the full range of points for each item with the behavioral anchors as guidance.

1. Clarity of the workshop goals and objectives (10 points)

Important details about the workshop goals and objectives are missing.	Some information about workshop goal and objectives are provided, but some detail is missing.	The workshop goals and objective are clearly described.	Total points
0 point	5 points	10 Points	

2. Alignment with TOPSS mission (10 points)

The workshop does not align to, or promote, the TOPSS mission.	The workshop somewhat aligns to, or promotes, the TOPSS mission.	The workshop clearly aligns to, or supports, the TOPSS mission.	Total points
0 points	5 Points	10 Points	

3. Anticipated participants (20 points)

The target audience is not well-defined and the recruitment plan is not well developed	The proposal is missing some key details about either the target audience or the recruitment plan.	The target audience is well defined and there is a strong plan to recruit participants.	Total points
0 points	10 points	20 points	

4. Strength of the workshop program (20 points)

Workshop program includes little detail about speakers, sessions, or activities at the event and/or programming appears weak	Some details are provided about the workshop program, but it is incomplete and/or programming is adequate.	There is a well-developed detail plan for the workshop and solid programming.	Total points
0 Points	10 Points	20 points	

5. Facilitating networking and connections (10 points)

There is little evidence that the workshop will facilitate connections between attendees and promote networking opportunities.	There is a plan to facilitate connections between attendees and promote networking opportunities, but it is not well-developed	There is a well-developed detail plan to facilitate connections between attendees and promote networking opportunities.	Total points
0 points	5 Points	10 points	

6. Plans for evaluation of impact (10 points)

The proposal includes an incomplete plan to evaluate workshop impact; outcomes are solely focused on participant satisfaction	The proposal includes an adequate plan for evaluating impact; a description of tools and the tools themselves are included; evaluation of impact is not limited to participant satisfaction	The proposal includes a strong plan for evaluating the impact of the workshop; description of evaluation tools and assessment measures and actual measures are included.	Total points
0 points	5 points	10 points	

7. Budget (20 points)

Some elements of the budget are missing; budget does not seem sufficient or cost-effective; Funds are requested for something other than outlined allowable uses.	A complete budget is included; budget is adequate for workshop; funding is proposed for allowable costs.	A complete and well-thought-out budget is included; expenditures are appropriate to produce sufficient value; funding is proposed for allowable costs.	Total points
0 points	10 points	20 points	