

RSF Professional Development Application Evaluation Form

Name _____

Activity name _____

Faculty Rank _____

Activity date _____

Department _____

Activity location _____

Supervisor _____

Requested Amount _____

Total budget _____

Element assessment	Incomplete	Weak	Strong	Excellent
1. Connection between the activity and the applicant's professional development plan	no clear connection to goals (0)	some evidence of connection to one goal (1)	some evidence of connection to multiple goals or clearly connects to one goal (5)	clearly connects to multiple goals or very strong connection to one goal (10)
2. Connection between the activity and the goals of the RSF professional development fund	no clear connection to goals (0)	some evidence of connection to one goal (1)	some evidence of connection to multiple goals or clearly connects to one goal (2)	clearly connects to multiple goals or very strong connection to one goal (3)
Length of employment as RSF at CoF	< 1yr (0)	1-4 yrs (1)	5-10 yrs (2)	> 10 yrs (3)
Time since applicant attended a professional development activity	< 1 yr (0)	1-2 yrs (1)	2-4 yrs (2)	> 4 yrs (3)
Time since applicant received an award from this fund*	1 yr (0)	2 yrs (1)	3 yrs (2)	> 3 yrs (5)

Score for 1st two elements _____

Total score _____

Applicant Eligibility Assessment

Does the applicant's total score meet or exceed the minimum required of 7 points for first 2 elements?

Yes No