

University Teaching Leadership Fellows (UTLF) Evaluation Rubric

Evaluation Criteria

Each UTLF Selection Committee member will use the rubric below to review and score each application. Evaluation Rubric scores will provide an initial indicator of the relative strengths of the application. The Selection Committee will meet to engage in discussion about their evaluations, their rubric scores and merits of each application and rank all applications. The discussion will provide the opportunity to share each committee members' reflection on the applications to develop the overall ranking list.

Criteria Score Scale

- Not evident/Not submitted = **0**
- The description provided is not acceptable = **1**
- The description provided is acceptable and meets the minimal expectations outlined in each criterion = **2**
- The description provided is excellently articulated, justified and exceeds the minimal expectations outlined in each criterion = **3**

Evaluation Rubric

Criteria Category	Evaluation Criteria	Criteria Score (0, 1, 2, or 3)
Section 1. Project Proposal		
Project Title and Abstract	Project title and abstract describe a summary of the project in 250 words or less, including project description, goals/outcomes, plans and methods, and contribution to the college or university.	
Purpose and Goals	Proposal identifies a gap or challenge related to teaching and learning at UofG. Proposed work is innovative. The purpose of the project, its intended outcomes, and specific questions to be answered are defined.	
Significance and Impact	Proposal clearly describes how the innovative project, and its findings will have a significant impact on teaching and learning at UofG and makes a compelling argument for how the project will advance the Teaching and Learning Plan and other institutional initiatives.	

Literature Review	Proposal demonstrates that the project is grounded in prior research and scholarship and describes how the project builds on existing literature.	
Methods/Activities and Timeline	Proposal describes the project design, including the type of data that will be collected, how the data will be collected, how it will be analyzed and explains why the design is appropriate for the project question.	
	Project timeline is realistic and appropriate.	
	Proposal describes how the success of the project will be assessed.	
	Proposal describes the evaluation methods linked to the intended outcomes.	
Knowledge Dissemination	Proposal identifies a feasible plan to share results of the project at UofG and outside of UofG in high quality scholarly outlets.	
	Proposal identifies how findings will be implemented or scaled across the college or institution	
Budget Narrative	Proposal includes an itemized budget. Note: Funding can be used for an undergraduate or graduate research assistant, expenses related to research and scholarly activities (see Eligible Expenses as listed for the Research Leadership Chairs), or professional development related to teaching, research, or educational leadership. Proposal identifies additional funds given from the College, Department, or other internal or external grants and awards.	
Total Score: Section 1		
Section 2. College-Level Networking Proposal		
College-Level Networking Proposal Contents	Proposal defines the innovative goals and outcomes of the initiative.	
	Proposal describes how the project builds on existing initiatives in the College.	
	Timeline is realistic and appropriate and includes concrete actions.	
	Proposal describes how the success of the initiative will be measured.	
	Any additional resources, support, or expertise needed are reasonable and attainable.	
Total Score: Section 2		

Section 3. University Teaching Leadership Fellow Applicant Background and Goals		
Proposed (Desired) Fellow Title: (not scored)		
Evidence of Teaching Excellence, Expertise, and Leadership in the area of focus and Curriculum Vitae	Applicant provides appropriate and sufficient evidence that they possess the prerequisite skills to conduct the project, including a strong track record as an innovative leader in teaching and learning. Please refer to examples listed in What should be included in each section of the application? Section 3.	
	Applicant provides concrete plans, and sufficient evidence that they have the skills and initiative to lead teaching and learning conversations and networking at a college level.	
Personal/Professional Development Goals and Needs	Applicant provides concrete goals and plans for furthering their personal or professional development during their term as a Fellow and identifies any specific knowledge or skills needed to complete the project or college-level networking goals, and a plan to develop these skills.	
	Applicant identifies how this position will enhance their teaching practice and educational leadership.	
Total Score: Section 3		
Total Score for all criteria	Add each section score above (Section 1 + Section 2 + Section 3)	

Additional Application Documents - Non-required	Present/Absent
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<p>Recommended: Letter of Support from <u>one</u> of the following:</p> <p><i>For faculty applicants:</i> Dean, Associate Dean, Academic, or Department Director/Chair.</p> <p><i>For UofG–Humber adjunct faculty applicants:</i> Dean, Associate Dean, Academic, or Department Director/Chair. Vice Provost of Guelph-Humber or Associate Vice Provost of Guelph-Humber.</p> <p><i>For librarian applicants:</i> Associate University Librarian, Head and/or Manager.</p> <p>Applicants are encouraged to have conversations with the respective individuals above about their potential work as a Fellow, including potential changes to their DOE, prior to submitting their application. The Letter of Support should state how the chosen individual above will actively support the Fellow in their work and recognize their time and effort as a Fellow. Include how the applicant’s DOE will change if they are awarded this appointment. If the College, Department or Library is providing any additional resources, funding, or support, this should be noted in the letter of support.</p>	
<p>Optional: <u>Up to two</u> other letters of support can be included. If the proposed project involves significant collaboration with other campus offices or departments, the collaborator(s) should write a letter of support with a clear agreement to support and contribute to the project.</p>	