

PROFESSIONAL DEVELOPMENT FUNDING REQUEST RUBRIC

IMPORTANT GUIDELINES:

- **Maximum Funding:** Based on evaluation criteria and availability of funds
- **International Travel:** Must demonstrate clear impact on students and/or local community
- **Application Window:** October 1-31, 2025 (For Conference attendance from January – December 2026)

QUICK REFERENCE FOR APPLICANTS

Before submitting, ensure your request answers these key questions:

- ☐ How well does this activity support college priorities and your job responsibilities?
- ☐ What will you accomplish and how will you share your learning?
- ☐ How will this help reduce barriers for students who face educational challenges?
- ☐ How will you spread knowledge gained to benefit others?
- ☐ Could this be scaled up if successful?

SCORING GUIDE

TOTAL SCORE	RECOMMENDATION	NEXT STEPS
13-15 points	Strongly Recommend Approval	Full funding recommended
10-12 points	Recommend with Conditions	Approve with modifications or reduced funding
7-9 points	Do Not Recommend	Significant revisions needed before resubmission
Below 7 points	Reject	Does not meet minimum standards

To access the Classified and Management Professional Development Request form, visit: sac.edu/CMPD

EVALUATION CRITERIA

Each criterion scored 1-3 points. Total possible: 15 points

Santa Ana College | Professional Development | SAC.EDU/CMPD | classifiedandmanagementPD@sac.edu

CRITERIA	EXCELLENT (3 points)	GOOD (2 points)	Insufficient (1 point)	SCORE
1. How well does this activity support college priorities and your job responsibilities?	Clear, strong connection to college strategic plan AND student equity goals OR directly enhances your current role	Some connection to college plans OR somewhat enhances your current role	Little to no connection to college priorities OR your current role	
2. What will you accomplish and how will you share your learning?	Detailed, specific outcomes with clear procedures for college-wide sharing	Somewhat clear outcomes with basic sharing plan	Vague outcomes with no sharing plan	
3. How will this help reduce barriers for students who face educational challenges?	Directly addresses specific barriers faced by underserved student populations with clear action plan	Some connection to underserved students with general improvement plan	No clear connection to underserved students or barrier removal	
4. How will you spread knowledge gained to benefit others?	Multiple methods for sharing (presentations, materials, training others)	At least one clear method for sharing knowledge	No specific methods for sharing	
5. Could this be scaled up if successful?	High potential for college-wide implementation with clear strategy for policy/procedure changes	Some potential for expansion with basic strategy	Limited potential for expansion with no clear strategy	