

Rubric for Proposal Review

Evaluation Principles	Needs Work	Good	Excellent
Completeness	The proposal lacks detail on session content.	The proposal provides a general understanding of the presentation topic.	The proposal provides a clear idea of what will be presented.
Track Alignment	The proposal does not align with any tracks.	The proposal aligns with a track but lacks justification for track selection.	The proposal aligns with a track and justification is clearly presented.
Session Design	The proposal lacks structure to present the information.	The proposal provides an overview of the organization but lacks detail.	The proposal plan for delivery supports time allotment and objectives.
Appeal and Applicability	The proposal is specialized and may have limited appeal to attendees.	The proposal is of relevance to attendees but may not be applicable to certain audiences.	The proposal is applicable to a variety of attendees and institutional types.
Supporting Evidence	The proposal provides little evidence to support the topic or does not demonstrate that the work is sufficiently developed for the proposed session.	The proposal includes preliminary findings, examples or research appropriate to the current stage of the work, providing a reasonable foundation for the session.	The proposal presents evidence, examples, research or outcomes that are appropriate to the maturity of the work and effectively support the session's key messages.
Impact Potential	The proposal does not offer new or substantive approaches to the topic.	The proposal offers basic information but may have potential for impact.	The proposal is relevant and has the potential to inform practice or policy in higher ed.
Learning Outcomes	The proposal provides vague or too-specific information. Outcomes are unclear or disconnected from the content.	The proposal identifies learning outcomes that are clearly aligned with the content and relevant to participants.	The proposal clearly articulates what participants will know or be able to do after the session, with takeaways that are specific, actionable and directly applicable.