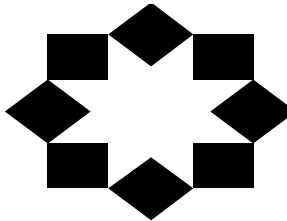


SAN JUAN COLLEGE
Foundation

Distinguished Teaching Chair
Project Proposal

Application & Procedures



Distinguished Teaching Chair Project

This document includes:

- Criteria for applications for Distinguished Teaching Chair Project
- Background on Distinguished Teaching Chair Project
- Process of application and selection
- Format for application and supporting materials

NOTE: This proposal draws heavily upon *The Recognizing Faculty Excellence through a Distinguished Teaching Chair Program* produced by Broward Community College.

Time Line for Entire Process

- ❑ Proposal Deadline – **Submission deadline Monday, June 15, 2009, 5:00 pm.**
- ❑ Recipient Announced – Fall Convocation (August)

**Supporting Faculty Excellence
Through
A Distinguished Teaching Chair Project**

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DISTINGUISHED TEACHING CHAIRS PROJECT BACKGROUND

PURPOSE

“The mission of San Juan College is to improve the quality of life of the citizens it serves by meeting educational and human needs of the entire community in concert with community agencies, businesses, industries, and other groups.”

This quotation from the college Mission Statement is the heart of the criteria by which SJC’s educational reputation is measured. The Distinguished Teaching Chairs Project is a major effort by the Board of San Juan College and the San Juan College Foundation to demonstrate its commitment to quality instruction by recognizing and fostering faculty excellence with a cash award and a professional development opportunity.

GOALS

1. To foster excellence in the classroom or academic setting.
2. To foster the sharing of best practices in teaching among SJC faculty.
3. To provide a means of formal recognition of teaching excellence.
4. To promote the College’s name in connection with excellence and supporting learning college principles.

DISTINGUISHED TEACHING CHAIR PROJECT DESCRIPTIONS

At this time, the CTX is only accepting applications for:

NATIVE AMERICAN STUDIES

The Native American Studies Distinguished Teaching Chair Project is open to all full-time faculty and professional instructional staff status with a minimum of 50% of current position duties being teaching. The activities of the chair must directly address the history, culture, language, or governance of Tribes within the Four Corners area or student success of Native American students. The proposal may address but is not limited to curriculum issues involving programs of economic development, natural resources management, community development and environmental sciences.

**The CTX will be seeking applications for the following Chairs in spring of 2010.
Applications for these Chairs will NOT be accepted at this time:**

NURSING

The Distinguished Nursing Chair Project is endowed to address and promote nursing issues at San Juan College. The activities of the chair should provide significant improvement of instruction, student success and/or retention in the SJC Nursing program or related area. This project is funded through the generosity of Tom and Sherman Dugan in memory of Mary Dugan.

LITERACY and MATH COMPETENCY

This chair is established to recognize and promote teaching excellence focused on literacy and mathematics issues: the ability to read, write, and perform basic mathematical computations. Instructors from the Student Success Center, Reading, English, and Mathematics disciplines would most closely fit the eligibility criteria depending on the scope of their proposal. However, one of our Developmental Learning objectives is to encourage basic skills instruction across the curriculum. To that end, we invite any college faculty active or interested in incorporating explicit reading, writing, and mathematics instruction into their content area to apply. This project is funded through the generosity of the Citizen's Bank.

GENERAL

The General Distinguished Teaching Chair Project is open to all full-time faculty interested in improving learning at San Juan College. The activities of the chair should provide significant improvement of instruction, student success and/or retention in the teacher's discipline, pedagogical concern or related area. This project is funded through the generosity of Anabelle Friddle.

*The Selection Committee looks for **Distinguished Teaching Chair Project proposals** that describe **unique** projects or **build on** other projects/programs at San Juan College and which clearly enhance student learning and excellence in faculty teaching. We encourage applicants to submit proposals that **also** provide a benefit in some way to the general San Juan College community (faculty, staff, and students) or communities served by San Juan College.*

EXAMPLES OF ACTIVITIES APPROPRIATE FOR THE DISTINGUISHED CHAIR PROJECT MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Investigation of best practices that could be replicated and shared with SJC colleagues
- Organizing and/or presenting workshops for our own faculty and staff
- Action research by one or more instructors to improve instructional practices
- Developing classroom activities to improve student success
- Efforts which cross disciplines or facilitate dialog within the College community
- Projects which address SJC challenges or advance Learning College Principles
- Collaborative projects between chairs and other faculty programs
- Professional development in one's content area, for example:
 - investigating teaching methodologies
 - travel, visits to other campuses
 - reading, writing and/or math competency
 - presentations at conferences

REQUIREMENTS OF THE DISTINGUISHED TEACHING CHAIR PROJECT

- Serve in a leadership role to explore, foster, and share new ideas in teaching excellence.
- Chairs are funded for a maximum of two years. Funded chair projects will be expected to apply for continuation of the year following initial granting subject to a project update and approval.
- Teaching assignments will be considered relative to the project being proposed. Advanced planning for this contingency will be required in the proposal process. The premise of the award is that the project work is over and above the normal working load for the faculty member. The award supports you and your project activities for the project period.
- The Chair will be performing a project she/he proposed as part of the project proposal application process for the position of the chair.
- The Chair will produce an annual capstone report or presentation (format depends upon the project) during the year following completion of the project to be summarized and submitted to:
 - the College Board, Foundation Board, and
 - SJC community through a Center for Teaching Excellence (CTX) presentation.
 - Additionally, the successful applicant will be required to provide a written six-month progress report the Coordinator of the CTX.

CRITERIA FOR APPLICATIONS FOR DISTINGUISHED TEACHING CHAIR PROJECT

ELIGIBILITY

To be eligible, an applicant must have worked at San Juan College for a minimum of 3 years, and be on "continuing contract".

Eligibility criteria will include:

- Full-time faculty or professional instructional staff status with a minimum of 50% percent of current position duties being teaching.
- The project should pertain to the faculty member's teaching/professional field and/or have a direct bearing, or make a significant contribution to their discipline, department and/or School.
- Once an individual's DTC proposal has been selected, he/she cannot apply again until 2 years after completing their project.

Process for Application and Selection

Applications for Distinguished Teaching Chairs Projects for the following academic year should be submitted to the Coordinator of the Center for Teaching Excellence (CTX). The successful application for proposal will include a letter of recommendation and endorsement from the applicant's Dean, Director, or Department Chair. After verification of eligibility, the applicant's proposal will be submitted to the selection committee.

1. Eligible faculty may contact the Coordinator of the CTX directly for the application proposal form. The form will also be made available on the CTX's San Juan College webpage.
2. By **June 15**, applicants must submit a project proposal that meets the guidelines specified by the DTC Project Proposal Applications & Procedures document (this document).
3. The successful project proposal must include the items listed in this document on page 11 (*Distinguished Teaching Chair Project Instructions*) and page 12 (*Explanation of Narrative Section*).
4. Applicants must be prepared to complete the entire selection process including a meeting with the Selection Committee if they desire further information.

SELECTION PROCESS, MAKE UP OF SELECTION COMMITTEE, AND LENGTH OF SERVICE.

The applicant's project proposal will be evaluated by the Distinguished Teaching Chairs Selection Committee which will submit their recommendations to the Foundation Office.

1. The Distinguished Teaching Chairs Project Selection Committee will function as a standing committee and be composed of five past recipients of the DTC who will be recommended by the Awards committee members. The Selection Committee will be chaired by the Coordinator of the CTX who will act as a non-voting, ex-officio member of the selection group. DTC Project Selection Committee members are automatically deemed ineligible to apply for vacant chairs once they accept the appointment. If appropriate for specified chairs, the Distinguished Teaching Chair Project Selection Committee may also consult with additional faculty from the specified disciplines to assist in the selection process in a non-voting capacity. Members serve on the committee for two years, but may be reappointed for additional terms. Members must resign from the committee before applying for a vacant chair.
2. The Distinguished Teaching Chair Selection Committee will review, evaluate and make selections based upon the applicant's written proposal. This evaluation may include, but is not limited to interviews, presentations, classroom visitations, or any other appropriate evaluation methods.
3. The Distinguished Teaching Chair Project Selection Committee will forward a list of project award recipients to the SJC Foundation office.
4. The Distinguished Teaching Chair Projects will be announced at the Fall Convocation.

DURATION AND DISTRIBUTION OF THE AWARDS

There are four categories of Distinguished Chair Projects awarded in the areas of Nursing, Literacy and Math Competency, General Chair, and Native American Studies. The DTC project is eligible for \$7,500 for a period of one year during which time the recipient will be expected to maintain faculty status at the College. The amount distributed annually may increase/decrease based upon income earned from the SJC Foundation's investments.

Each successful project will have an option for a \$7,500 second-year renewal based on a positive first year review and recommendation from the CTX Coordinator. This recommendation will be forwarded to the SJC Foundation Office.

The distribution of funds for the DTC Project will consist of two funding categories and be based on the proposed annual budget which will reflect the project's priorities in accordance with the following formula:

Project Expenses Amount - \$2,500, such as professional activities designed to improve instruction or enhance the faculty members' skills such as, books, materials, travel, equipment, etc.

Compensation Amount - \$5,000, such as compensation for time spent administering, facilitating and accomplishing the activities proposed by the Chair or his/her designates. Project compensation will be disseminated in the same manner as other supplemental contracts in conjunction with the six-month report. The exact sum will be reflected in the proposed budget with the understanding that *any part of or the entire compensation amount may be designated towards project expenses* (see above).

The DTC project recipients are required to give public presentations. These project presentations may include presentations to the SJC Board of Trustees, Foundation Board and Center for Teaching Excellence.

The above Distinguished Teaching Chairs Projects are subject to six-month reviews by the CTX Coordinator, who will also be responsible for the approving of any revising/amending of current projects.

DISTINGUISHED CHAIR PROJECT PROPOSAL PROCESS

The four Distinguished Teaching Chair Projects are listed below:

- Native American Distinguished Chair
- Distinguished Nursing Chair
- Literacy and Math Competency Distinguished Chair
- General Distinguished Chair

All faculty and instructional professional staff (minimum of 50% of time spent teaching) who have worked for San Juan College a minimum of three years, or have a "continuing contract" are eligible to propose a project. You may submit a project proposal by completing the process as described below and submitting your documentation to the Center for Teaching Excellence.

All project proposals should be received by Monday, June 15, 5:00 p.m. in the CTX (Room 1624). If you would like to confirm receipt of the submitted project proposal, please call 566-3392.

APPLICATION INFORMATION

_____ NAME	_____ DATE
_____ STREET ADDRESS	_____ CURRENT TITLE AND/OR RANK
_____ CITY	_____ DEPARTMENT
_____ ZIP CODE	_____ CAMPUS TELEPHONE
_____ HOME TELEPHONE	

Proposed Duration of Project: ___ 1 year ___ 2 year

How many years have you been a full-time instructor at SJC? _____.

I hereby understand and agree to fulfill the requirements of my project (and if not to return any unused portion of funding). I also agree to provide six-month updates and to make any public appearances and/or other public relations activities as specified by the Project Manager, donor or the Foundation Board.

Applicant's Signature

DISTINGUISHED TEACHING CHAIR PROJECT INSTRUCTIONS

1. Assemble a **project proposal** not to exceed **twenty-five (25)** pages, **excluding** the required labeled divider pages, the “Applicant Information Sheet,” letters of recommendation, and any optional cover page.
2. All pages are to be single-sided and printed on 8.5”x11” paper. Double space all pages **except** the resume/CV and letters of recommendation.
3. This project **must** include items A through F below and **may** include item G:
 - A. Completed “Applicant Information Sheet” (see above)
 - B. Current resume or curriculum vitae
 - C. Narrative section, in which key questions about the project are addressed (see p.11) and project proposed is clearly explained (max. 12 pages)
 - D. Detailed project timeline
 - E. A budget that clearly and specifically itemizes costs (of both the project and your proposed compensation expenses) (*see budget template, Appendix 1*)
 - F. A letter of recommendation from your Dean, Director, or Department Chair, plus up to five (5) additional letters of support from students, colleagues, administration and/or community members.
 - G. (Optional) Other relevant materials that you choose to include.
4. Place all project proposal materials in a binder (such as three-ring, spiral-bound, heat-sealed, etc.) in the sequential order listed above. No pocket folders, please.
5. Use labeled divider pages to separate the above-mentioned sections. These pages must only serve as labeled dividers – not pages containing additional information about you. If they do contain additional information, then they will be counted toward the 25-page limit.
6. Prepare two (2) identical project proposals, each in its own binder, and **hand deliver** to the Center for Teaching Excellence (CTX). Project proposals must be received in that office by **5:00 p.m., June 15**. Proposals will not be accepted after the 5:00 p.m. deadline. The DTC Project Selection Committee will not grant extensions.
7. Applicants whose project proposals do not comply with these instructions will be disqualified.
8. Resources related to developing a project proposal are available through the SJC Center for Teaching Excellence or SJC Library. We, the DTC Project Selection Committee, mention this to you for informational and support purposes only.
9. **Please do not hesitate to contact the Coordinator of the CTX with any questions at any time (x3392, kerrla@sanjuancollege.edu).**

Explanation of the Narrative Section

What is your proposed project all about and what is its potential significance to San Juan College? While composing this narrative argument, please keep in mind the following questions, and respond to them in the order that you prefer. Please do not answer them as individual questions, but rather incorporate them into the narrative. **The Selection Committee will use the Project Proposal Evaluation Form (pp.18-21) to evaluate the elements of the narrative, so *please consult the Form before you start writing.*** Some elements carry more weight than others!
(Maximum 12 pages)

- *Describe your teaching philosophy and explain how it is reflected in your proposed project.*
- *What in your education or experience has helped prepare you to meet the goals of your proposed project?*
- *Explain the personal and institutional feasibility of the project. How do you plan to make time for the project that you're proposing?*
- *In what ways will you grow professionally from this project?*
- *Explain how the project is unique or different from other projects or programs at the College or builds on projects that are similar or already in existence at the College.*
- *What are the potential benefits from the project to students' learning at SJC?*
- *What best practices in teaching and instructional techniques do you plan to develop personally through your project? How will you share those best practices with your SJC faculty colleagues throughout the project year(s) and after you have completed the project?*
- *Describe any other ways in which this project will potentially enhance the general SJC community, including SJC faculty and staff. (This could include events such as workshops or mini-classes, the transfer or extension of elements of the project to other courses, departments, schools, and much more)*
- *What are potential benefits to the College? (This could include things such as recognition for the College, improved student retention and enrollment, etc.)*
- *What are potential benefits to the communities served by the College?*

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS ABOUT THE DISTINGUISHED TEACHING CHAIR PROJECT:

1. What are the most important things to keep in mind when writing this project proposal?

The Selection Committee looks for **Distinguished Teaching Chair Project proposals** that describe **unique** projects or **build on** other projects/programs at San Juan College and which clearly **enhance student learning** and **excellence in faculty teaching**. We encourage applicants to submit proposals that **also** provide benefit in some way to the general San Juan College community (faculty, staff, and students) or communities served by San Juan College.

2. Why do I have to make copies of the project proposal?

The members of the committee have a large task ahead of them in reviewing the project proposals for all of the applicants. In order to make enough copies available to members of the committee to share among themselves, two was determined by this year's committee to be the number that works best.

3. Are there restrictions in terms of font size? Must the text be double-spaced? Single-spaced?

Please double space all submissions, 12 point font size, Times, Times New Roman, Arial, or a comparable font. The exceptions to this are the resume/CV and letters of recommendation. (If you aren't sure that your favorite font is comparable, ask the CTX Coordinator.)

4. What should I include in the optional section?

This is the part of the project proposal that is left quite open-ended. The committee intentionally is not specifying what items are to be included here. This is a judgment for you to make. Feel free to use any approach that you feel best communicates the contributions that your project will make to SJC and its students.

5. How can I make all of the copies of my project proposal identical if I was only sent one applicant information sheet?

The concept of "identical" refers to content of the proposal...the information on each page and the order in which those pages appear in each copy. If there are slight differences (color of paper, different color binders, etc.) those are not substantive and not a problem. What IS important is that you copy and collate the two proposals carefully so that they have identical content and sequence.

6. I am considering submitting a project proposal, but I am concerned that I won't have time to fulfill my teaching responsibilities along with the Distinguished Teaching Chair Project.

You are in the best position to determine the scope and time requirements of your project along with the duties and responsibilities that you already hold. (Please see *Explanation of the Narrative Section*, p. 12. Applicants must respond to a question about time commitment and feasibility in the narrative.) This may be an important consideration for you to address with your Dean. Aside from the requirements of the project that you indicate in your proposal, there are very few responsibilities associated with holding a distinguished teaching chair.

- You and your project will be recognized at fall Convocation (and if appropriate in the subsequent year).
- You are required to provide six-month summary reports, and
- In the event that a donor wishes to meet with the selected recipient, you may be asked to attend a lunch or meet with a group from an organization.
- Your day-to-day responsibilities at the college do not change.
- Additionally, you may be asked to make a presentation to the SJC Board of Trustees and Foundation.
- You will provide a presentation in the CTX.
- You may be asked for an interview for articles about the program.

7. How does the DTC project funding work? Is there any flexibility?

Yes, the project funding is designed to allow for significant flexibility of your project's design within certain priority guidelines dictated by the donors. The \$2,500 project expenses amount may be used for any appropriate professional expense: attending conferences, buying equipment and supplies for yourself, your department, and your students, professional dues, journals, etc. This portion of the money is set up as a cost center at the college, and you submit paperwork, invoices, etc., as any other allowable college expense. The only restrictions are that the money must be used for professional endeavors and activities and must go through the college accounting system. The first installment of compensation costs are disbursed in summer or early fall, and the second after receipt of the DTC recipient's Quarterly Report in early to mid-December.

The \$5,000 compensation costs are intended to provide a stipend for your participation in the project (or your designees). You may also choose to budget any unused portion of this amount to project expenses as you see fit. It is also understood that your vision of how the money can be best utilized may change over the 1-2 years of the DTC project as creative opportunities arise within your department and discipline. Requests for budget changes must be made in writing to the Project Manager (CTX Coordinator) for approval.

8. What type of feedback does the committee give to those individuals who are not granted a DTC project?

CTX Coordinator, who serves as a non-voting member of the selection committee, will meet with each individual whose DTC proposal is not chosen and share the committee's feedback.

9. What is the committee looking for?

See the answers to the previous questions (above). There is no single answer to this question since there is not a formula of what “we” are looking for. Each member of the committee evaluates the project proposal based on the standards and criteria we discuss as a committee...evidence of excellence, being student-centered, showing a commitment to the educational profession and benefits to San Juan College. However, the selection committee does use the *Project Proposal Evaluation Form* (pp.18-21) to guide their decisions.

10. What role does community service and involvement in the professional organizations play in the overall evaluation procedure?

There is not a specific expectation of community service or involvement in professional organizations. Again, individuals on the committee may see such involvement as part of a complete project proposal, but the over-riding criteria are the benefits to our students and/or the effectiveness of an individual project to positively impacting learning. Although excellence in learning and student involvement may include a significant component of community service or professional organization involvement, this is not a required area of activity for projects.

11. I am uncomfortable thinking about a group of my colleagues critically reviewing what I submit and discussing its strengths and weaknesses and debating my fate in relation to other projects.

The committee does not discuss any individual candidate. The committee members are requested to not even comment positively or negatively when passing projects to one another. No deliberation occurs in public that involves any individual’s name. Each committee member evaluates the proposals privately and without discussion until the final decisions are made.

DISTINGUISHED TEACHING CHAIR PROJECT CHECKLIST

Did you remember to...

- ❑ Complete the “Applicant Information Sheet” (p.10)
- ❑ Include a current resume or curriculum vitae
- ❑ Include a letter from your Dean, Director, or Department Chair
- ❑ Include up to five letters of recommendation that demonstrate a broad support and understanding of your proposal project
- ❑ Include a project timeline
- ❑ Include a specific, itemized budget of how the project funding will be spent
- ❑ Address all the questions mentioned in the *Explanation of Narrative* section (p.12)
- ❑ Include other supporting material that helps illustrate your project’s potential and goals

Please format in the following manner:

- ❑ Single-sided pages, 8.5” x 11”
- ❑ Double space **most** of the **project proposal section** (that is, double space the *narrative, budget, timeline, and supporting materials, but please single-space your resume/CV*) using 12-point font size in either Times, Times New Roman, Arial, or another comparable font
- ❑ Limit the **project proposal section** discussed above to 25 pages
- ❑ Prepare two identical project proposals (copies of letters of recommendation are fine), each in its own binder
- ❑ Use labeled divider pages to separate the proposal sections
- ❑ Place all in the correct sequential order

Distinguished Teaching Chair Project Proposal

Budget Template

(Add and eliminate lines on this template as needed)

Project Expenses: \$2,500 baseline, but applicant can propose to move funds from *Compensation Expenses* into *Project Expenses*

Compensation Expenses: \$5,000 baseline; funds received in this category are taxable

<u>Category</u>	<u>Item/Activity</u>	<u>Estimated Cost</u>
Project Expenses		
Total:		
Compensation Expenses		
Total:		

	<u>Exceptional</u>	<u>Very good</u>	<u>Acceptable</u>	<u>Needs Improvement</u>
Benefits of project to students' learning at SJC (15 points)	14-15 points Project proposal includes strong, clear explanation of ways in which project will benefit students' learning; proposal addresses number of students or classes to benefit	11-13 points Project proposal includes clear explanation of ways in which project will benefit students' learning; proposal addresses number of students or classes to benefit	8-10 points Project proposal includes pretty clear explanation of ways in which project will benefit students' learning; proposal vaguely addresses number of students or classes to benefit	0-7 points Project proposal includes limited or no explanation of ways in which project will benefit students' learning; proposal is very vague or does not address number of students or classes to benefit
Explanation and plan regarding best practices in teaching to be learned through project (8 points)	8 points Project proposal includes very thoughtful planning for and personal reflection on best practices in teaching to be learned during the project	6-7 points Project proposal includes thoughtful planning for and personal reflection on best practices in teaching to be learned during the project	4-5 points Project proposal includes some planning for and personal reflection on best practices in teaching to be learned during the project	0-3 points Little or no evidence of planning for or reflection on best practices in teaching to be learned during the project
Explanation and plan for method of sharing best practices with other faculty (7 points)	7 points Project proposal includes very thoughtful planning for and personal reflection on ways to share best practices learned with other faculty during and following the project	5-6 points Project proposal includes thoughtful planning for and personal reflection on ways to share best practices learned with other faculty during and following the project	3-4 points Project proposal includes some planning for and personal reflection on ways to share best practices learned with other faculty during and following the project	0-2 points Little or no evidence of planning for or reflection on ways to share best practices learned during or following the project

<p>Explanation of unique aspects of project within SJC context or how it builds on current projects/programs (15 points)</p>	<p>14-15 points Project is unique, breaks entirely new ground at the College, or builds strongly on existing projects/programs</p>	<p>11-13 points Project is unique or builds on existing projects/programs</p>	<p>8-10 points Project is unique or builds somewhat on existing projects/programs</p>	<p>0-7 points Project is not unique, doesn't build on existing projects/programs, or it's not clear from proposal</p>
<p>Teaching philosophy (10 points)</p>	<p>9-10 points Connection of teaching philosophy to project very clearly articulated and reflected in project proposal</p>	<p>7-8 points Connection of teaching philosophy to project articulated and reflected in project proposal</p>	<p>5-6 points Connection of teaching philosophy to project somewhat articulated and reflected in project proposal</p>	<p>0-4 points Very little connection of teaching philosophy to project</p>
<p>Benefits to general SJC community (faculty, staff, students) (7 points)</p>	<p>7 points A key element of proposed project directly benefits the general SJC community</p>	<p>5-6 points At least one element of proposed project directly benefits the general SJC community</p>	<p>3-4 points At least one element of proposed project indirectly benefits the general SJC community</p>	<p>0-2 points Little or no discussion or reflection of proposed project's benefit to general SJC community</p>
<p>Benefits to College (e.g. recognition for the school, improved retention rates) (4 points)</p>	<p>4 points A key element of proposed project directly benefits the College</p>	<p>3 points At least one element of proposed project directly benefits the College</p>	<p>2 points At least one element of proposed project indirectly benefits the College</p>	<p>0-1 points Little or no discussion or reflection of proposed project's benefit to College</p>

<p>Benefits to other communities served by College (4 points)</p>	<p>4 points A key element of proposed project directly benefits one or more communities served by SJC</p>	<p>3 points At least one element of proposed project directly benefits one or more communities served by SJC</p>	<p>2 points At least one element of proposed project indirectly benefits one or more communities served by SJC</p>	<p>0-1 points Little or no discussion or reflection of proposed project's benefit to communities served by SJC</p>
<p>Education and experience (10 points)</p>	<p>9-10 points Education and experience strongly commensurate with project goals, as evidenced by resume provided and information in narrative sections.</p>	<p>7-8 points Education and experience commensurate with project goals, as evidenced by resume provided and information in narrative sections.</p>	<p>5-6 points Education and experience somewhat commensurate with project goals, as evidenced by resume provided and information in narrative sections.</p>	<p>0-4 points Difficult or impossible to determine fit between applicant and proposed project based on information provided</p>
<p>Personal feasibility of project (4 points)</p>	<p>4 points Proposed project is clearly feasible for applicant, who addresses and reflects on possible challenges</p>	<p>3 points Proposed project is feasible for applicant, who addresses and reflects on possible challenges</p>	<p>2 points Applicant addresses and reflects on possible challenges, but not clear that project is easily feasible for him or her</p>	<p>0-1 points Not clear from applicant's explanation that project is personally feasible for him or her</p>

<p>Institutional feasibility of project (4 points)</p>	<p>4 points</p> <p>Applicant acknowledges and very thoughtfully addresses known cultural, infrastructure, programming, etc. constraints that might affect feasibility of project</p>	<p>3 points</p> <p>Applicant acknowledges and satisfactorily addresses known cultural, infrastructure, programming, etc. constraints that might affect feasibility of project</p>	<p>2 points</p> <p>Applicant acknowledges known cultural, infrastructure, programming, etc., but does not address ways that constraints might affect feasibility of project</p>	<p>0-1 points</p> <p>No acknowledgement or addressing of known cultural, infrastructure, programming, etc. constraints that might affect feasibility of project</p>
<p>Letters of support (7 points)</p>	<p>7 points</p> <p>5 or more letters of support, which together indicate a broad and/ or deep base of support (in the applicant’s department, School, in the SJC community and/or in the community served by College)</p>	<p>5-6 points</p> <p>At least 4 letters of support included, which together indicate a broad and/ or deep base of support (at the College, in the SJC community and/or in the community served by College)</p>	<p>3-4 points</p> <p>At least 3 letters of support, which together indicate a base of support (at the College, in the SJC community and/or in the community served by College)</p>	<p>0-2 points</p> <p>2 or fewer letters included and/or they do not indicate a compelling base of support (at the College, in the SJC community and/or in the community served by College)</p>
<p>Line item budget (5 points)</p>	<p>5 points</p> <p>Line item budget is clear, thorough, and provides key information with explanation provided where necessary</p>	<p>4 points</p> <p>Line item budget provides key information, with some explanation provided where necessary</p>	<p>3 points</p> <p>Line item budget is fairly clear, with some explanation provided where necessary</p>	<p>0-2 points</p> <p>No line item budget provided or budget is very vague</p>

Total possible: 100 points