

UNG LEADS Day Proposal Evaluation Rubric

UNG LEADS

Please use this rubric as a guide to evaluate conference proposals. This guide is for your reference, and you will not need to return it.

Possible Points

- 4** - Exceeds expectations
- 3** – Strongly addresses criteria
- 2** - Adequately address criteria
- 1** - Addresses criteria with substantial weaknesses
- 0** - Does not adequately address criteria

PROPOSAL #:	
Criteria	Points
The proposal clearly addresses a topic related to the conference themes. Tracks/themes: Diversity and inclusion, Student Success, Professional Development, Personal Development, UNG Structure, Celebrating UNG (historical topics, innovation within your field, or items that may not traditionally fit within the other tracks).	
The proposal highlights best practices participants can readily apply in their work or personal life.	
The proposed presentation includes approaches and strategies that can be adapted across disciplines or units.	
The structure of the proposed session is appropriate for the time/type of presentation (i.e. method for audience engagement for 45-minute; topic is easily covered in 7-minute lightning talk, etc.).	
The proposal abstract is clear, adheres to the word limit, and clearly describes the main points of the presentation and the intended audience.	
The proposed presentation includes appropriate participant outcomes.	
Presenter biography/qualifications included in proposal.	
Total Points: (Please include your total points in the Excel spreadsheet Rating column)	