

The University of Pittsburgh Travel Award for IEP Instructors
Evaluation Rubric

CRITERIA	RATING 1	RATING 2	RATING 3	RATING 4	RATING 5
Reason(s) Applicant Wishes to Attend Convention	Nominee fails to demonstrate compelling reasons for wanting to attend the convention	Nominee demonstrates very little interest and commitment to the convention.	Nominee demonstrates some interest and commitment to convention participation and sharing of best practices	Nominee demonstrates interest and commitment to participation and sharing best practices.	Nominee demonstrates strong interest and commitment to convention participation and sharing of best practices
Past and Current Contributions to ESL/EFL Teaching	Nominee has made no contributions to the field of English language teaching	Nominee has made minimal contributions to the field of English language teaching	Nominee has made some contributions to the field of English language teaching	Nominee has made substantial contributions to the field of English language teaching but not IEP.	Nominee has made substantial contributions to the field of English language teaching, especially in an IEP context
Explanation of Financial Aid Opportunities	Nominee has full financial support from employer or other source to attend convention	Nominee has minimal financial burden to attend the conference.	Nominee has some financial support from employer or other source to attend convention and distance to convention is not significant.	Nominee has one source of financial support from employer or other source but the distance of travel to the convention is significant and support will not be able to cover a large portion of expenses.	Nominee has no financial support from employer or other source to attend convention
Attendance at Previous TESOL Convention	Nominee has annually attended TESOL International Convention	Nominee has attended a TESOL International Convention more than once in the past five years.	Nominee has attended a TESOL International Convention once in the past five years.	Nominee has not recently attended a TESOL International Convention	Nominee has never attended a TESOL International Convention
Letters of Recommendation	Reference letter is missing or fails to support award application	Reference letter is weak and does not state why candidate should receive the award adequately.	Reference letter somewhat supports award application.	Reference letter supports award application. Referees know the candidate and support the candidate for the award.	Reference letter significantly supports award application. Referees know the candidate and their letters strongly support why the candidate is the best choice for the award.