

NYSSWEA Conference Submission Rubric

Title of submission:
Reviewer name:
Review date:
Reviewer Signature:

PROPOSAL CRITERIA ¹	Criteria not apparent or does not exist	Some evidence provided to support criteria	Meets criteria	Exceeds criteria	Score
	0 points	1 point	2 points	3 points	
RELEVANT TOPIC: The proposal clearly addresses a topic related to the conference theme.			Proposed topic is related to the conference theme		
INNOVATION: The proposal highlights new policy developments, instructional techniques, and/or a new application of theory or practice or process.			Proposal highlights at least one innovative area: <ul style="list-style-type: none"> ● new policy ● instructional technique ● application of theory ● practice ● process 		
APPLICABILITY: The proposal highlights best practices and/or effective methods for promoting engaged			Proposal focus is on at least one way to promote student learning and success, or faculty success within a higher		

¹ Adapted from <https://web.uri.edu/atl/proposal-submission-rubric/>

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student/faculty learning and student/faculty success within a higher education setting.			education.		
ABSTRACT: The proposal abstract, which will be in the conference program and on the conference website (2-4 sentences for the conference brochure), clearly describes the main points of the session and the intended audience, and is free from grammatical, punctuation, spelling, and formatting errors.			Abstract summary includes: <ul style="list-style-type: none"> ● the topic and main points of the presentation are highlighted ● intended audience is noted ● abstract is error-free and publication worthy 		
DESCRIPTION OF SESSION: The description of the session is clear and concise (500 words maximum), and presents sufficient detail about the intended audience, format, topic/compelling problem, background information, and choice of research/practice-based approach. The description highlights findings, conclusions, and/or recommendations.			The session description is: <ul style="list-style-type: none"> ● clear and concise. ● identifies intended audience ● identifies the topic/compelling problem ● includes background information ● includes the choice of research/practice-based approach ● highlights appropriate results/conclusions/recommendations 		
LEARNING OUTCOMES: The learning outcomes are clear, specific, measurable,			Outcomes are: <ul style="list-style-type: none"> ● clear 		

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written to promote progressive learning within the session, and are well-aligned to the session description.			<ul style="list-style-type: none"> • measurable • indicate a commitment to promoting in-session learning • aligned to the session description 		
FORMAT & APPROACH: The proposed approach for engaging participants appears thorough, manageable, and appropriate for the session format.			The approach to engage participants aligns with the session format selected, and includes details that appear: <ul style="list-style-type: none"> • thorough • manageable • appropriate 		
SCORING:					
OUTCOME OF SCORING: <u>Accepted</u> (14-21 points) <u>Invited to resubmit with revisions</u> (8-13 points); see notes below <u>Not accepted</u> (0-7 points)					
NOTES FOR INVITATION TO RESUBMIT:					