

# Review Form & Adjudication Rubric

## Educational Leadership Grants

Thank you for agreeing to adjudicate for the University of Calgary, Teaching and Learning Grants Program.

Our adjudication and review process is intended to be constructive and collaborative, and our primary goal is to support applicants. As reviewers, we ask that you consider both strengths and areas for improvement. We also acknowledge that *context matters* in teaching and learning scholarship, so invite you to ask questions from a place of curiosity when reviewing.

For each section of the review form, we ask that you:

- Choose a score using the rubric. Options include: excellent (no revisions needed); minor revisions (can be completed in under 30 minutes); needs improvement (will likely require further research, consultations, or discussions); or absent.
- Optional: You are invited to identify strengths for each section, and add any questions or ideas for improvement in the box provided.

If you have difficulty completing your review, please contact [TLgrants@ucalgary.ca](mailto:TLgrants@ucalgary.ca) for assistance.

### E. Project Description

1. **Prompt:** Describe how your project is grounded in the University of Calgary teaching and learning context (3 points): To establish how your proposed project is relevant to student learning and teaching at the University of Calgary, explain how it emerges from your local experiences in teaching and learning in an academic course or program. 250 words

**3 – Excellent:** Provides a clear and detailed description of relevance to student learning at UCalgary and makes explicit links to UCalgary teaching experience.

**2 – Minor revisions:** Provides a clear description of relevance to student learning at UCalgary and makes explicit links to UCalgary teaching experience. Some detail is lacking.

**1 – Needs improvement:** Description of relevance to student learning at UCalgary is unclear, links to teaching experience are unclear. Substantial detail lacking or intention unclear.

**0 – Absent:** Description of relevance to student learning at UCalgary is absent, links to teaching experience are absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

2. **Prompt:** Describe how your project aligns with the area(s) of focus you indicated in question 2 of section D. *Project Information* (3 points): UCalgary is committed to supporting scholarship in these key areas of focus. How will your project strengthen one or more of these priorities? 250 words

**3 – Excellent:** Provides a clear and detailed description of contribution to, and alignment with a strategic area(s) of focus.

**2 – Minor revisions:** Provides a clear description on alignment with and contribution to area(s) of focus. Some detail lacking.

**1 – Needs improvement:** Description of alignment with, and contribution to, specified areas of focus is unclear and detail lacking.

**0 – Absent:** Description both of alignment with, and contribution to, the specified areas of focus are absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

3. **Prompt:** Identify the educational leadership initiative you will implement through your project. Demonstrate how existing pedagogical scholarship informs this work, and explain how your work is situated within the field (3 points): How does your project support your colleagues in developing their teaching and learning skillset, and how will you ensure this work has a broad impact on teaching and learning across campus? 1000 words

**3 – Excellent:** Provides a clear and detailed description of the educational leadership initiative to be pursued. Explicitly situates the project within the field using relevant references to existing scholarship. Clearly explains how this project is expected to improve student learning or experience.

**2 – Minor revisions:** Provides a clear description of the educational leadership initiative to be pursued. Situates the project within the field using relevant references to existing scholarship. Clearly explains how this project is expected to improve student learning or experience. Some detail is lacking.

**1 – Needs improvement:** Description of the educational leadership initiative to be pursued is unclear. Detail is lacking or project is not properly situated within the field (some relevant references are missing). How project is expected to improve student learning or experience is unclear.

**0 – Absent:** Description of the educational leadership initiative to be pursued is largely absent and no reference is made to existing scholarship. How the initiative is expected to improve student learning or experience is absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

4. **Prompt:** Identify the leadership activities you will undertake for your project and clearly describe how they align with and support achieving the leadership initiative you identified above. (3 points). Specify the innovations or activities you will use, the kinds of engagement you seek, and the methods or approaches you will use to engage colleagues in this initiative. 1000 words

**3 – Excellent:** Provides a clear and detailed description of the activities that will be undertaken to support the project. Activities described are relevant, appropriate and achievable.

**2 – Minor revisions:** Provides a clear description of the activities that will be undertaken to support the project. Activities described are relevant, appropriate and achievable. Some detail is lacking.

**1 – Needs improvement:** Description of the activities that will be undertaken to support the project unclear, or some activities described are likely not relevant, appropriate or achievable.

**0 – Absent:** Description of the activities that will be undertaken to support the project absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

5. **Prompt:** Describe how you will engage students in your project, including their roles and activities and how you will recognize their contributions. (3 points): Scholarship is strengthened by the inclusion of all relevant perspectives, particularly those of learners, at the center of teaching and learning experiences. How will you include these perspectives in your project? 250 words

**3 – Excellent:** Provides a clear and detailed description of the activities that will be undertaken by students to support the project. Students are active, engaged and recognized contributors to the project.

**2 – Minor revisions:** Provides a clear description of the of the activities that will be undertaken by students to support the project. Students are active and engaged contributors to the project. Some detail is lacking.

**1 – Needs improvement:** Description of the activities that will be undertaken by students to support the project is unclear. Substantial detail is lacking, or student participation is passive and largely unrecognized.

**0 – Absent:** Description of the activities that will be undertaken by students to support the project is absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

6. **Prompt:** Describe the impact your project will have on improving teaching and student learning, and link this back to your educational leadership initiative and the context you described above. Explain how your work will benefit others, how you will share your successes and engage colleagues locally and beyond, and how these impacts will be sustained beyond the funding period for the project (3 points). What would successful completion of your project look like: how would it affect the context you described? How would it provide meaningful engagement for your colleagues? How will your project's activities benefit teaching and learning at the University of Calgary - other courses, educators, and contexts? Specify how you will disseminate outcomes. 500 words

**3 – Excellent:** Provides a clear and detailed description of the expected impact of the project on student learning, both now and in the future. Alignment with goals/opportunities/challenges is explicit. Plan for dissemination is clear.

**2 – Minor revisions:** Provides a clear description of the expected impact of the project on student learning, both now and in the future. Alignment with goals/opportunities/challenges is apparent. Plan for dissemination is present. Some detail is lacking.

**1 – Needs improvement:** Description of the expected impact of the project on student learning is unclear, or on-going viability is not considered. Alignment with goals/opportunities/challenges is unclear. Plan for dissemination is lacking.

**0 – Absent:** Description of the expected impact of the project on student learning or experience is absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

7. **Prompt:** How have you included consideration of principles of equity, diversity and inclusion in the design and execution of your project? (3 points): Incorporation of best practices in equity, diversity, and inclusion strengthens communities and has been shown to improve the quality, social relevance and impact of scholarship and practice. How will you strengthen your work by following these principles? 250 words

**3 – Excellent:** Provides a clear and detailed description of how the principles of EDI have been incorporated into both the design and execution of the project.

**2 – Minor revisions:** Provides a clear description of how the principles of EDI have been incorporated into both the design and execution of the project. Some detail is lacking.

**1 – Needs improvement:** Description of how the principles of EDI have been incorporated into both the design and execution of the project is incomplete. Substantial detail is lacking, or some principles of EDI have not been considered.

**0 – Absent:** Description of how the principles of EDI have been incorporated into both the design and execution of the project is absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

8. **Prompt:** Do you wish to receive the \$5,000 Emerging Scholar Supplement? (Yes | No) If yes, please identify and describe the role of the Emerging Scholar on your team in this project, and explain how participation in this project will benefit the development of their skills and knowledge in the scholarship of teaching and learning. 500 words

The applicant has clearly described the benefits to an emerging scholar participating in the project

Yes

No

9. **Prompt:** If needed, you may upload one pdf document with relevant graphics and figures (max. 2 pages)

10. **Prompt:** Please list full citations for all sources cited above using a citation style relevant to your context

Reviewer Comments (optional): *Please include any strengths identified, or questions or ideas for improvement that you would like to add for any section you have reviewed above.*

**G. Timeline**

1. **Prompt:** Please fill out the following timeline for your project using a gantt chart.

*Note for reviewers:* The timeline for grant activities should be April 1 – May 31.

**3 – Excellent:** Provides a clear, detailed, and reasonable description of the expected activities and duration. Strong alignment with project goals.

**2 – Minor revisions:** Provides a clear description of the expected activities and duration. Good alignment with project goals. Some detail is lacking.

**1 – Needs improvement:** Description of the expected activities and duration is unclear, or not reasonable. Alignment with project goals is unclear.

**0 – Absent:** Description of the expected activities and duration is absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

### H. Budget

1. **Prompt:** Please fill out the budget summary table.

*Note for reviewers:* The timeline for budget spending should be April 1 – May 31.

**3 – Excellent:** Budget is clear, detailed, and reasonable. A brief rationale is provided for every expenditure, with a clear explanation of how each expenditure will support the project’s goals.

**2 – Minor revisions:** Budget is clear and reasonable. A brief rationale is provided for every expenditure, with a clear explanation of how each expenditure will support the project’s goals. Some detail is lacking.

**1 – Needs improvement:** Budget is unclear or unreasonable. Alignment with project’s goals unclear.

**0 – Absent:** Description of the budget and expenditures is absent.

Please identify strengths for this section, and questions or ideas for improvement (optional):

### Additional Reviewer Feedback

Reviewer Comments (optional): *We welcome any ideas for improvement of the grants application or reviewer rubric and process.*