

## PROVOST ASSESSMENT FUND GUIDELINES

### WHAT IS THE PURPOSE OF THE FUNDING?

To support and facilitate assessment projects in a manner that is equitable across programs and faculty.

### HOW MUCH FUNDING CAN A PROGRAM REQUEST?

The University agreed to set aside the equivalent of \$1,000 per program. Programs may apply for these funds annually. The program may request additional funding from the applicant's School, if possible. The funds will be allocated based on the assumption there should be equal opportunity among programs to receive appropriate funding for assessment projects, while not every program will need such funding in any given year.

### WHAT PROGRAMS ARE ELIGIBLE?

"Program" means any curricular entity expected to undertake assessment.

work that is not done as part of the faculty's normal instructional responsibilities (e.g. General Studies readers); (ii) payment to outside readers with disciplinary-expertise to provide independent, neutral evaluation of student work done as part of the normal classroom work (e.g. history readers); (iii) funding for workshops/conferences related to assessment; (iv) the purchase of assessment instruments; (v) stipend for serving as assessment coordinator when a program has changed in such a way as to necessitate a revised assessment program.

### WHAT SHOULD BE IN A PROPOSAL?

Proposals for Program Assessment Funding should include a description of the assessment plan/activity and an explanation as to the need for funding. Please use the corresponding application and include the following:

- **BRIEF ABSTRACT OF PROJECT.** Concise, but specific, description of the project (assessment plan/activity) for which funding is being requested, including an explanation of how the assessment activities in the proposed funding request go beyond the regular faculty contractual responsibility for assessment.
- **BACKGROUND WORK.** Summary (e.g., short paragraph, list, or chart) of current assessment work, specifically noting improvements made based on that assessment work.
- **PROGRAM GOAL OR LEARNING OUTCOMES.** Explain how this proposed assessment project specifically maps to the program goals (Annual Report- Section A) and/or program-level student learning outcomes (Annual Report- Section C).
- **TIMELINE.** Timeline for the assessment project being funded.
- **BUDGET.** Itemized requests for funding.
- **BUDGET NARRATIVE.** Explanation of how the requested funds will benefit the program.
- **ASSESSMENT USE.** Brief summary of future assessment plans for the program based on this project, if any.