

# PROVOST PROGRAM ASSESSMENT FUNDS GUIDELINES

## *What is the purpose of the funding?*

To support and facilitate assessment 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 activities, 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.

## *To whom do programs apply?*

Programs will submit Program Assessment Fund Applications to the Provost's Office through their Deans. Deans will respond to program requests in ways that treat programs fairly and equitably, let programs know if they will recommend funding to the Provost, and provide written explanations for not recommending funding or recommending funding a lesser amount. Programs can appeal to the Provost, whose decisions will be final.

## *What kinds of things can programs ask for funding to cover?*

Examples of appropriate uses of Assessment money include the following: (i) payment to faculty readers to evaluate student 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 past program assessment activity, especially assessment completed and changes made based on that assessment.
- **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).
- **Assessment Procedures.** Brief explanation of the value of the project to the program and college.
- **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 likely future assessment plans for the program, if any.