

Faculty Learning Community Proposal Review Criteria
Faculty Center for Teaching and Learning | Retention and Student Success

	3 Well	2 Adequately	1 Marginally	0 Poorly
A response to each required question is provided	Yes, the application includes a response to each required question.	This item will be scored as a 3 or 0.		No, the application does not include a response to each required question.
FLC Title and Description	<ul style="list-style-type: none"> • The description of the FLC includes its format, focus, and/or purpose. • The title and description are written clearly and are easy to understand. 	This item will be scored as a 3, 1, or 0.	One of the two elements of a “Well”-written response is weak or absent (please see the column labeled “Well”).	Both of the two elements of a “Well”-written response are weak and/or absent (please see the column labeled “Well”).
Alignment with an FCTL Value	The response indicates clearly how the FLC aligns with or advances the value.	This item will be scored as a 3 or 0.		The response does not clearly indicate how the FLC aligns with or advances the value.
FLC Outcomes	FLC outcomes are: <ul style="list-style-type: none"> • Participant-centered; • Specific; and • Measurable. 	One of the elements of a “Well”-written response is weak or absent (please see the column labeled “Well”).	Two of the elements of a “Well”-written response are weak and/or absent (please see the column labeled “Well”).	All of the elements of a “Well”-written response are weak and/or absent (please see the column labeled “Well”).
Session Details	The response clearly describes each session with: <ul style="list-style-type: none"> • Outcomes; • Teaching and learning activities; and • Assessment and/or feedback activities. 	One of the elements of a “Well”-written response is weak or absent (please see the column labeled “Well”).	Two of the elements of a “Well”-written response are weak and/or absent (please see the column labeled “Well”).	All of the elements of a “Well”-written response are weak and/or absent (please see the column labeled “Well”).

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Materials	The response identifies at least two specific materials.	This item will be scored as a 3, 1, or 0.	The response identifies just one specific material.	No response is given.
End product(s)	A description of the end product(s) is provided.	This item will be scored as a 3 or 0.		A description of the end product(s) is not provided.
Criteria for Evaluation	<p>The response:</p> <ul style="list-style-type: none"> • Provides criteria that will be used to evaluate each end product; and • Identifies which FLC outcome(s) is (are) associated with each end product. 	This item will be scored as a 3, 1, or 0.	One of the elements of a “Well”-written response is weak or absent (please see the column labeled “Well”).	Both of the elements of a “Well”-written response are weak and/or absent (please see the column labeled “Well”).

Secondary Criteria

Secondary Criteria	Yes or No	Comments
Contact information and workload distribution for facilitator(s) are indicated		
FLC session dates and times are indicated		
Whether participation at a distance is possible is indicated		
Interest in PDI is indicated		
If resources are desired, they have been identified		
The check-box at the end of the application has been checked.		

For Internal Use	Notes
Previous experience facilitating an FLC	
Other FLCs to consider for the same time period	
Anticipated costs for this FLC (e.g., PDI, resources, stipends)	
Initial Recommendation	Accepted ____ Further review ____ Not accepted ____
Final Recommendation Following Discussion	Accepted ____ Not accepted ____