



Concept Paper Rubric

Title: _____

Reviewer: _____

Date: _____

Concept papers will be reviewed holistically, based on a combination of scoring criteria and the committee’s feedback back related to the topic’s strengths and perceived challenges to implementation.

Instructions

1. Review each concept paper.
2. Score each criterion listed in the rubric.
3. Total the score for each concept paper.
4. If you have additional comments, please add them to the additional comments section found at the end of the rubric.

Scoring Criteria

Strong	Points: 3	Item is explained in great detail
Adequate	Points: 2	Item is explained but needs further clarification
Weak	Points: 1	Item is not included or explanation is unclear

Criteria	Strong	Adequate	Weak
States what the project is designed to address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describes how the project will enhance student learning or student success.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explains why it is important for student learning or student success to be improved in this area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lists existing data or evidence to support the topic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarifies relationship of topic to University mission and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicates a plan for gaining broad-based support across campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Score:			

Additional Questions			
	New	Existing	
Is the proposed topic a new initiative or an expansion of an existing topic/process?	<input type="checkbox"/>	<input type="checkbox"/>	
To what extent do you recommend this QEP topic be developed into a full proposal?			
(4) Strongly Recommend	(3) Moderately Recommend	(2) Neutral	(1) Do Not Recommend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Comments (strengths, perceived challenges)			
<p>Click or tap here to enter text.</p>			