

## PTA RUBRIC

	<b>Below Expectations</b>	<b>Met Expectations</b>
<b>PTA received in the last 12 months was used appropriately</b>		
<ul style="list-style-type: none"> <li>• Is there a clear explanation of the outcome of previous funding?</li> </ul>		
<b>Title and description of conference/performance/presentation or website were provided</b>		
<b>Title and brief abstract/description of faculty member's participation</b>		
<ul style="list-style-type: none"> <li>• Is there a title and abstract/description, even if tentative?</li> <li>• Is the abstract/description clear?</li> <li>• Can it be understood by someone outside of the faculty member's discipline?</li> </ul>		
<b>Pertinent information about travel, location, and funding was provided</b>		

How PTA budgets are funded:

- No itemized budgets
  - Participants can receive \$1,200 for special participation in up to 2 conferences
- OR
- One Special Conference Participation, up to \$1,200, and fees for 1 Professional Membership per year.
- OR
- One International Special Conference Participation per year, up to \$2,400.
  - Faculty may replace one of the options above with a request for funding for conference attendance that does not include participation, at a maximum of \$500, once per year
- OR
- Invited travel-based projects in the Fine Arts (exhibitions, master classes, performances, etc.) up to 2 times per year.

Requests not funded by PTA budgets:

- Alcohol
- More than 4 nights of lodging without permission from the dean