

## K-State Distinguished Lecturers Selection Rubric

Step One: Required components of proposal package

	Present	Not present	
Complete vita of proposed lecturer			If any component is not present the proposal will not be considered
Abstract of proposed lecture content			
Detailed and intelligible budget			
Cover letter			
Letters of support			
Publicity plan			

Step Two: Prioritizing criteria.

Discrete Event- Proposed lecture should not be a recurrent event or an existing lecture series, but should be a distinct and individual happening.

Yes       No

Lecturer of national prominence- Proposed speaker needs to be distinguished in his or her field and a person of notable prominence.

Fails to meet criteria	Weak	Neutral	Good	Excellent
1	2	3	4	5

Subject matter- Topics must be of interest and have broad importance to the larger university community.

Fails to meet criteria	Weak	Neutral	Good	Excellent
1	2	3	4	5

Matching funds- Matching funds are *not* a requirement of consideration from the UDLS committee. However, proposals providing some commitment of funds from sources other than the Provost office will be given priority.

Fails to meet criteria	Weak	Neutral	Good	Excellent
1	2	3	4	5

Publicity plan- proposal sponsors need to provide sound reasoning and commitment to make UDLS event known and accessible to the larger university community.

Fails to meet criteria	Weak	Neutral	Good	Excellent
1	2	3	4	5

Note about timing of applications

Priority given for proposals submitted by Oct. 31, 2018 deadline. Later submissions will have consideration depending on remaining available funds.