



2024 HLC Annual Conference

April 13–16, 2024 | Chicago

Rubric for Proposal Review

Evaluation Principles	Needs Work	Good	Excellent
Completeness Level	The proposal lacks detail on session content.	The proposal provides a general understanding of the presentation topic.	The proposal provides a clear idea of what will be presented.
Track Alignment	The proposal does not align with any tracks.	The proposal aligns with a track but needs more justification for track selection.	The proposal aligns with a track and justification is clearly presented.
Session Organization	The proposal lacks structure to present the information.	The proposal provides an overview of the organization but lacks detail.	The proposal plan for delivery supports time allotment and objectives.
Generate Interest	The proposal is specialized and may have limited appeal to attendees.	The proposal is of relevance to attendees.	The proposal appeals to attendees and various institutional types.
Supporting Evidence	<i>For experience-based presentations:</i> The proposal describes a project that is in the very early stages. <i>For theoretical presentations:</i> The proposal lacks theory or research.	<i>For experience-based presentations:</i> The proposal describes a project that is supported by preliminary findings. <i>For theoretical presentations:</i> The proposal identifies theory or research.	<i>For experience-based presentations:</i> The project is developed and is supported by data. <i>For theoretical presentations:</i> The proposal describes application of theory or research.
Impact Potential	The proposal offers information with no new or creative approaches to the topic.	The proposal offers basic information yet may still have potential for impact on topic.	The proposal topic is timely and has the potential to inform changes in practice or policy in higher education.