*Please read the “call for applications” document to understand what each applicant has been asked to assemble. It would be greatly appreciated if these reviews could be returned by* ***December 18, 2014****. Please email your reviews to* *ndsu.forward@ndsu.edu**.*

**APPLICANT:** **TOTAL SCORE:       RANK:**

**Scoring Instructions**:

Each committee member, please provide a score for each criterion based on the specified maximum score. Total scores of less than 35 will likely not be funded.

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| --- | --- |
| **Criteria** | **Score** |
| **(1) Priority status:** Priority will be given to Assistant Professors who have recently received a third year review. Associate Professors will be given priority status if two years past their promotion from Assistant Professor to Associate Professor and have at least two years before they intend to apply for promotion to Professor. Priority will also be given to those who were hired at Associate Professor rank and have at least two years before they intend to apply for promotion to Professor. Associate Professors who previously received a Course Release Grant at the Assistant Professor rank are eligible to apply, but will not fall into the priority category. **10 points if meets priority status** |  |
| **(2) Statement of purpose and potential for positive impact:** * Is the statement of purpose clear and convincing that the applicant has a need for this course release grant to help achieve her promotion and/or tenure goals?
* Are manuscripts submission plans clearly described and convincing?

Deduct points if the applicant is clearly on track to be tenured and/or promoted. **Maximum 30 points** |  |
| **(3)** **Soundness of the teaching replacement plans and funds requested:** Has the applicant secured support for her course release from the department? Are the plans for teaching replacement reasonable? Are the teaching replacement costs clearly described and justified as stated in the department chair/head support letter? **Maximum 5 points**  |  |
| **(4)** **Overall quality of the application:** Does the application follow the instructions for formatting provided in the “*call for applications*” document? Is this a professionally written application, free of spelling and grammatical errors? **Maximum 5 points** |  |
| **TOTAL SCORE** |  |

Please provide a summary statement with comments for the PI. Your comments should be constructive and evaluative. A summary of all review committee member comments’ will be compiled to return to each applicant.