

SAMPLE TEMPLATE FOR SCORING RUBRIC-INITIAL REVIEW OF APPLICANT POOL

	5 points	4 points	3 points	2 points	1 point (minimum not met)
Minimum Qualifications					
Minimum Criteria #1 (This can be cut and pasted from your job ad)	List what the ideal candidate would have here (e.g., for education, this might be already having your PhD granted)	Here you should list what you would	Here you should describe what you would consider acceptable, but not ideal.	Describe the bare minimum for meeting the criteria here. This description should technically meet the criteria, but not be well-matched. You might have multiple examples here.	Here you should describe examples that should be excluded from consideration. If this score is given for any of the minimum criteria, you can eliminate the candidate from
Sample minimum Qualification: CA licensed or license eligible as a [professional license]	Current license	Currently pursuing license (e.g., candidate is [specific point near the end of licensure process appropriate to discipline])	Candidate is accruing pre-degree licensure hours [modify as appropriate to discipline-step before applying to licensure]	No demonstrated progress toward licensure	Candidate clearly not license eligible (e.g., degree would not be appropriate for licensure, candidate has no practical experience etc.) OR license revoked/surrendered
Sample minimum qualification: Evidence of ability to be successful at university teaching	Application materials include compelling evidence of teaching effectiveness and a discussion of	Application materials include evidence of teaching effectiveness and a minimal description of	Application materials describe teaching experience and philosophy of teaching,	Evidence/information provided about teaching is very minimal	No evidence of teaching effectiveness/teaching philosophy OR inappropriate

	teaching philosophy (e.g., coherent approach to teaching, descriptions of strong lesson plans & strong teaching evaluations)	teaching philosophy (e.g., adequate examples of lesson plans & teaching evaluations)	without providing concrete examples or evidence		e/unethical content/policies in materials provided
Student Success Statement	Student Success Statement speaks to at least two of the criteria. Evidence of extensive work on issues of equity and inclusion. Thoroughly considered and expert discussion.	Student Success Statement speaks to at least two of the criteria. Evidence of work on issues of equity and inclusion. Well-informed discussion of issues.	Student Success Statement speaks to at least two of the criteria. May seem thoughtful but lacks evidence of experience or nuanced understanding of issues	Student Success Statement is vague, does not speak directly to two of the criteria, clearly does not understand the issues	No Student Success Statement Submitted
Preferred Qualifications					
Preferred Qualification #1 (cut and pasted from job ad)	This is a description of how the ideal candidate would meet this qualification.	This is a description of a very strong candidate's qualification and should describe qualification that is almost ideal, but not perfect.	This should describe a candidate who meets the preferred qualification, but not in a way that is particularly remarkable	This should describe a candidate who partially meets the preferred qualification	This score should describe a candidate who does not meet this preferred qualification. This score would not eliminate someone from consideration, but they would be less competitive.
Sample preferred qualification #1: Ability to teach a broad range of undergraduate courses in [discipline]	Has taught 3 or more different undergraduate courses in [discipline] as instructor of record AND indicates willingness to teach a broad variety of courses	Has taught 2 or more different undergraduate courses in [discipline] as instructor of record AND indicates willingness to teach a broad	Has taught 1 or more undergraduate courses in [discipline] as instructor of record AND indicates willingness to teach a broad	Willing to teach a variety of undergraduate courses in [discipline], but very limited teaching experience (e.g., TA in single course)	No undergraduate teaching experience OR unwilling to teach outside of narrow area of focus

		variety of courses	variety of courses		
Sample preferred qualification #2: Ability to teach undergraduate [discipline] <i>[specific type of undergrad course needed]</i>	Evidence of success teaching <i>[specific type of undergrad course needed]</i> in the past and eager to continue teaching <i>[specific type of undergrad course needed]</i>	Has previously taught <i>[specific type of undergrad course needed]</i> and willing to continue teaching <i>[specific type of undergrad course needed]</i>	Expertise in <i>[specific type of undergrad course needed]</i> (e.g., as demonstrated by research and graduate coursework) and willing to teach <i>[specific type of undergrad course needed]</i>	Only basic doctoral training in <i>[specific type of undergrad course needed]</i> , but no related teaching experience	Unqualified or unwilling to teach <i>[specific type of undergrad course needed]</i>
Sample preferred qualification #3: Demonstrated ability to serve as an advisor and research mentor to a diverse undergraduate and graduate student body	Has included diverse group of graduate and/or undergraduate students in research OR served as an advisor to diverse group of students	Has included diverse undergraduate students in research OR other diverse student advisement experience	Minimal prior work with diverse students	Has not included diverse students in work but shows willingness and has a clear plan to do so	Demonstrate s very little interest in working with diverse students OR is willing to include diverse students, but has no clear plan