

College of Engineering Staff Awards Review Rubric

Nominee Name: _____

Nominee Unit: _____

Has this nominee won a staff award in the past 3 years?

Yes: _____

No: _____

Is this employee full-time?

Yes: _____

No: _____

Has this employee been in the college more than six months?

Yes: _____

No: _____

Is the nomination related to consistently exceptional performance or performance above and beyond one's responsibilities?

Yes: _____

No: _____

	No evidence – 0	Good – 1	Exceptional – 2	Score Awarded
Alignment with nomination category(ies)	<ul style="list-style-type: none"> Alignment with category unclear or not addressed 	<ul style="list-style-type: none"> Sufficient alignment with category Provided one example of performance / contributions related to category 	<ul style="list-style-type: none"> Exceptional alignment with category Provided multiple examples of performance / contributions related to category 	
Description of superior performance / contributions	<ul style="list-style-type: none"> No description of superior performance / contributions 	<ul style="list-style-type: none"> Sufficient level of detail regarding performance / contributions Performance / contributions described demonstrate the nominee went beyond the normal scope of their role once or twice 	<ul style="list-style-type: none"> Exceptional level of detail regarding performance / contributions Performance / contributions described demonstrate the nominee going beyond the normal scope of their role consistently 	
Impact of performance / contributions	<ul style="list-style-type: none"> Impact not described 	<ul style="list-style-type: none"> Sufficient impact of the performance / contributions described Performance / contributions had moderate impact 	<ul style="list-style-type: none"> Exceptional impact of the performance / contributions described Performance / contributions had significant impact 	

Total Score: _____

Staff Council Representative Signature: _____

Date: _____