

Rubric for Excellence in Community Service for the President's Awards for Faculty, Staff, & Administrators

Name: _____

Reviewer: _____

Date: _____

Faculty ____ Staff ____ Administrator ____

	Excellent (4 Points)	Good (3 Points)	Marginal (2 Points)	Poor (0 Points)
One Page Narrative (Points ____)	Provides an excellent, detailed overview of community based projects. Demonstrates commitment to community. Clear evidence that community work has benefitted the participants and community.	Provides a good, brief overview but lacks details of the community projects. Generally establishes the nature of the outcomes of the community work on the participants and community.	Provides a vague overview of community projects in which the nominee participates. Limited indication of the benefits of the outcomes of the work on the participants and community.	Provides a poor overview of community projects. Not clear that the community work benefitted the participants and community.
Evidence (Points ____)	The evidence provided is detailed & descriptive. There is ample supporting documentation for community efforts.	The evidence provided demonstrate some support for the information provided in the narrative.	The evidence provided is not sufficient to support the information provided in the narrative.	The evidence provided is lacking and cannot support the narrative's contentions.
Support Letters (Points ____)	There is ample support from reference letters that nominee has made a substantial community impact	There is some support in reference letters about the nominee's community impact.	The support letters are vague or provided from personnel who do not have direct knowledge of the community impact.	There are no letter(s) of support.
Vita/Resume (Points ____)	Provides clear information of the community projects and their impact in the document	Provides some information about community service, but does not provide substantial information about community impact in the document	The vita/resume is provided but does not document the extent of the community service/outreach/impact	There is no vita/resume included.

(Total Points ____)