

Celebration of Excellence Review Committee Instructions

STEP 1: Evaluation of nomination(s) by each Review Committee member

1. The Review Committee is comprised of the Division's Lead Team (5 AVPs) as well as one non-MPP staff member from each sub-area (4).
2. Each Review Committee member must evaluate all nomination(s) for each nominee for each award.
3. When there is more than one nomination for an individual nominee for the same award category, the nominations for that nominee shall be evaluated together and one combined score given.
4. Nominations should have tangible examples of work, attitude, and behavior which exemplifies the nomination criteria addressed in the nomination. Each nomination will be rated using a 0-2, 3-5, 6-8, and 9-10 scale with 10 being the highest based on quality and variety of examples within the nomination(s) received for a specific award category.
5. When there is a Review Committee member nominated for an award, that review committee member shall refrain from scoring as well as participating in any discussion of the nominations for that specific award category.
 - a. Each AVP will designate an alternate committee member to serve in the event there is a conflict of interest with a committee member who is also nominated for a specific category.

STEP 2: Determine the overall score for each nominee

1. A representative from the Vice President for Student Affairs (VPSA) office will serve as Recorder for the review committee.
2. The Recorder should utilize the Master Nominee Form to document the Final Total Score for each Review Committee member.

STEP 3: Review and discuss nominees with the highest scores and make final recommendation

1. Now that a Master Final Score has been determined for each nominee, a discussion should take place in order to determine the recommended recipients for each award.
2. The VPSA will serve as the facilitator of this discussion.

STEP 4: Selection by Vice President for Student Affairs

Final recommendations will be provided to the Vice President for Student Affairs who will make the final selection for each award.

**Division of Student Affairs
Celebration of Excellence Awards
Nomination Rubric**

The Celebration of Excellence Awards aim to recognize the outstanding achievements of DSA employees. The information provided in the nomination should clearly describe, explain, and/or provide supporting information to demonstrate how the employee has set an example of each award category in their work performance, achievements, and contributions impacting others. There are many employees who work very hard every day and routinely meet or exceed expectations. These awards are designed to recognize those employees who truly stand out among their peers.

Criteria	0-2	3-5	6-8	9-10
Demonstrated Willingness to Go “Above and Beyond”	Nomination provides vague and/or little to no examples of performance that went above and beyond	Nomination provides some examples of performance that went above and beyond	Nomination provides several specific examples of performance that consistently went above and beyond	Nomination provides numerous detailed examples of performance that consistently went above and beyond
Impact of Achievements and/or Contributions	Nomination provides vague and/or little to no examples of achievements and/or contributions that had positive impact on co-workers, work area, and/or students	Nomination provides some examples of achievements and/or contributions that demonstrate or describe positive impact on co-workers, work area, and/or students	Nomination provides several specific examples of achievements and/or contributions that clearly support the consistently positive impact on co-workers, work area, and/or students	Nomination provides numerous detailed examples of achievements and/or contributions that clearly demonstrate the consistent and positive impact on co-workers, work area, and/or students
Breadth of Activities or Accomplishments	Nomination provides vague and/or little to no details/examples of unique activities or specific accomplishments	Nomination provides some details/examples of unique activities or specific accomplishments	Nomination provides several specific details/examples that clearly demonstrate consistently unique activities and specific accomplishments	Nomination provides numerous details/examples that clearly demonstrate consistently unique activities and specific accomplishments
Role Model	Based on all information provided, employee is an okay role model/example for others	Based on all information provided, employee is a good role model/example for others	Based on all information provided, employee is a clear and unique example of someone who is a role model	Based on all information provided, employee stands out as an exemplary role model

Division of Student Affairs Celebration of Excellence Awards

Nomination Score Card

Reviewer's Name: _____

Award Category:

- Core Values Awards
- Spirit of Excellence Award
- Pillar of Excellence Award

	Nominee's Name(s)	Above & Beyond	Impact	Breadth	Role Model	Total Score
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
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20						