



### Service to the Community/Division Awards Rubric

	<b>Award Criteria</b>	<b>Inadequate=0</b> Indicator: no evidence is demonstrated	<b>Fair = 1</b> Indicator: some evidence is demonstrated	<b>Proficient = 2</b> Indicator: most evidence is demonstrated; meets expectations	<b>Advanced = 3</b> Indicator: all evidence is demonstrated; exceeds expectations
<b>Recognizes individuals who have provided outstanding service, and contributions to an Advising Community or the AC Division.</b>	<b>Nomination/Application Letter</b>	Incomplete packet. One or more required items is missing from the submission.  <i>Application automatically ineligible for further evaluation or consideration.</i>	Nomination/application letter offers broad, sweeping statements as qualifications without any specific examples.  All other materials have been submitted.	Nomination/application letter outlines nominee’s qualifications using specific behavior-based examples. There are no additional comments from others.  All materials have been submitted and are complete.	Nomination/application letter outlines nominee’s qualifications with specific behavior-based examples, including examples from an Advising Community or AC Division members as well as quotes/comments.  All materials have been submitted and are complete.
	<b>Letters of Support</b> <ul style="list-style-type: none"> <li>Three or fewer letters will be considered.</li> </ul>	Nomination letters offer no evidence of contributions to an Advising Community or the AC Division.	Nomination letters offer broad, sweeping statements about contributions without any specific examples.  Commentary is broad based.	Nomination letters generally outline nominee’s contributions with some specific examples included.	Nomination letters specifically outline nominee’s contributions with examples and/or quotations from members about the nominee’s impact on an Advising Community or the AC Division.

	<p><b>Active Participation in the Division/Advising Community</b></p> <ul style="list-style-type: none"> <li>• Quality and quantity of participation across the Division as well as in Advising Communities will be considered</li> <li>• Time commitment and duration of involvement will also be factored</li> </ul>	Nominee has no evidence through submitted material.	Nominee has some evidence as demonstrated through submitted material.  Commentary is broad based.	Nominee has compelling evidence as demonstrated through submitted material.  Specific examples of quality, quantity and time commitment are included.	Nominee has overwhelming evidence as communicated through submitted materials exemplifying the nominee's impact with specific examples and/or quotations from AC Division or Advising Community members.
	<p><b>Documented Contributions to an Advising Community or the Division:</b></p> <ul style="list-style-type: none"> <li>• Resources created</li> <li>• Coordination of events</li> <li>• Projects managed</li> </ul>	Nominee has no documented contributions.	Nominee has some evidence of contributions.  Commentary is broad based.	Nominee has some documented and sustained contributions to a Community or the Division.  Specific contributions are included.	Nominee has documented and developed advising-related initiatives and resources and communicated them to various audiences with impact statements included.  Specific contributions exemplify advancement and further the mission of the AC Division.

Additional details about the ACD Service Award are available at: <https://www.nacada.ksu.edu/Programs/Awards/CIG-Service-Awards.aspx>