



ADVISING COMMUNITIES

Cluster Representative (CR) Self-Assessment Rubric

Chair Expectations	Inadequate - 0	Needs Improvement - 1	Meets Expectations - 2	Exceeds Expectations - +
Division Meeting (held annually)	<input type="checkbox"/> CR does not attend the annual AC Division meeting	<input type="checkbox"/> CR attends either the annual AC Division Meeting or attends the ACD Steering Committee Luncheon at the Annual Conference	<input type="checkbox"/> CR attends the annual AC Division Meeting and attends the ACD Steering Committee Luncheon at the Annual Conference	<input type="checkbox"/> CR volunteers to provide content or facilitate a small group at the AC Division Meeting
Annual Conference Events • Communication	<input type="checkbox"/> CR is not in communication with AC Division Reps about Annual Conference attendance/events	<input type="checkbox"/> CR communicates with AC Division Reps about attendance/events less than 2 months before Annual Conference	<input type="checkbox"/> CR communicates with AC Division Reps about attendance/events more than 2 months before Annual Conference	
Annual Conference Events • AC Division Fair	<input type="checkbox"/> CR does not attend the Annual Conference	<input type="checkbox"/> CR attends the Annual Conference but does not attend the AC Division Fair	<input type="checkbox"/> CR represents the ACD at the AC Division Fair	<input type="checkbox"/> CR takes an active role in planning and facilitating the AC Division Fair
Annual Conference Events • AC Sessions	<input type="checkbox"/> CR does not attend the Annual Conference	<input type="checkbox"/> CR does not attend all of their Cluster ACs' Sessions, but finds a sub for those they cannot attend	<input type="checkbox"/> CR attends all of their Cluster ACs' Sessions and facilitates AC sessions for any Chair in their cluster who is unable to attend the conference and has not found a substitute.	
NACADA Membership	<input type="checkbox"/> CR is not a current member of NACADA		<input type="checkbox"/> CR is a current member of NACADA	

Communication <ul style="list-style-type: none"> With Cluster AC Chairs 	<input type="checkbox"/> CR does not communicate with their Cluster AC Chairs and has proven inactive	<input type="checkbox"/> CR communicates with their Cluster AC Chairs sporadically throughout the year	<input type="checkbox"/> CR communicates with their Cluster AC Chairs electronically monthly <input type="checkbox"/> CR communicates with their Cluster AC Chairs as a group via a virtual meeting 2-3 times per year	<input type="checkbox"/> CR has a communication plan that fits their Cluster's needs <input type="checkbox"/> CR communicates with their Cluster AC Chairs as a group via a virtual meeting at least quarterly
Communication <ul style="list-style-type: none"> With ACD Leadership 	<input type="checkbox"/> CR does not respond to direct emails from the Executive Office and/or AC Division Reps	<input type="checkbox"/> CR responds to direct emails from the Executive Office and/or AC Division Reps only after multiple attempts	<input type="checkbox"/> Chair responds promptly to direct emails from the Executive Office and/or AC Division Reps	
AC Reports <ul style="list-style-type: none"> Post-Conference 	<input type="checkbox"/> CR does not read each of their Cluster AC's Post-Conference reports	<input type="checkbox"/> CR reads each of their Cluster AC's Post-Conference reports but does not provide feedback	<input type="checkbox"/> CR reads each of their Cluster AC's Post-Conference reports and provides feedback	<input type="checkbox"/> CR works with each of their Cluster AC Chairs to provide report feedback before submission
AC Reports <ul style="list-style-type: none"> Annual 	<input type="checkbox"/> CR does not read each of their Cluster AC's Annual reports	<input type="checkbox"/> CR read each of their Cluster AC's Annual reports but does not provide feedback	<input type="checkbox"/> CR read each of their Cluster AC's Annual reports and provides feedback	<input type="checkbox"/> CR works with each of their Cluster AC Chairs to provide report feedback before submission
Annual Conference Proposal Review				<input type="checkbox"/> CR assists AC Division Reps with reading AC proposals in the event a chair does not complete this required task
AC Division Steering Committee Engagement <ul style="list-style-type: none"> Meetings 	<input type="checkbox"/> CR does not attend AC Division Steering Committee meetings	<input type="checkbox"/> CR sporadically attends AC Division Steering Committee meetings	<input type="checkbox"/> CR regularly attends AC Division Steering Committee meetings <input type="checkbox"/> CR reports out on Cluster AC activities, comments, and concerns	
AC Division Steering Committee Engagement <ul style="list-style-type: none"> Workgroups 	<input type="checkbox"/> CR does not participate in AC Division Steering Committee workgroups	<input type="checkbox"/> CR minimally participates in AC Division Steering Committee workgroups	<input type="checkbox"/> CR fully participates in assigned AC Division Steering Committee workgroups	<input type="checkbox"/> CR creates content or conducts pieces of training on behalf of the AC Division