

REVIEW RUBRIC FOR NACADA CONSULTING APPLICATIONS

Applicant Name: _____

Reviewer Name: _____



RUBRIC A – GENERAL CRITERIA FOR ALL APPLICANTS

Criteria	3 points	2 points	1 point	0 points
Academic Advising Professional Experience (Reviewer will rate on progression as advisor or level of responsibility)	Advanced progression of advising job positions and/or responsibilities	Progression of advising job positions and/or responsibilities	New to advising so does not have career or responsibility progression	No progression of advising job positions and/or responsibilities.
Academic Advising Experience (Reviewer will check all that apply to the applicant and their level of involvement)	Applicant <input type="checkbox"/> Is, or has been, an elected/appointed leader in NACADA or <input type="checkbox"/> Has significant presentations or <input type="checkbox"/> Has significant publications or <input type="checkbox"/> Has served as faculty at a NACADA institute or <input type="checkbox"/> Has significant involvement at Regional and Association level or <input type="checkbox"/> Demonstrates experience in other way; please list (_____)	Applicant has <input type="checkbox"/> Some Leadership experience or <input type="checkbox"/> Some presentations/publication experience, or <input type="checkbox"/> Been an attendee at a NACADA institute or <input type="checkbox"/> Involvement at the regional level	Applicant has <input type="checkbox"/> Limited presentations/publication experience or <input type="checkbox"/> Volunteer-only experience or <input type="checkbox"/> Involvement at the state level	Applicant does not have leadership or presentation experience. <input type="checkbox"/> No involvement <input type="checkbox"/> No presentation or publication experience
Academic Advising Philosophy	The philosophy strongly indicates the applicant’s beliefs about academic advising AND aligns with the NACADA mission and goals	The philosophy somewhat indicates both the applicant’s beliefs about academic advising and somewhat aligns with the NACADA mission and goals	The philosophy indicates the applicant’s beliefs about academic advising or aligns with the NACADA mission and goals but does not include both.	The philosophy does not indicate the applicant’s beliefs about academic advising nor does it align with the NACADA mission and goals.
References	Two references were provided that strongly affirm the applicant’s abilities to be a professional and competent speaker and/or consultant	Two references were provided that somewhat affirm the applicant’s abilities to be a professional and competent speaker and/or consultant	One letter affirms the applicant’s abilities to be a professional and competent speaker and/or consultant	Neither letter affirms the applicant’s abilities to be a professional and competent speaker and/or consultant.

Total score for Rubric A: _____ (maximum of 12 points)

RUBRIC B: CRITERIA FOR CONSULTANT APPLICANTS

(Add points from Rubric A to points from Rubric B for final score for consultant application.)

Number of Years as a NACADA Member:	More than 15 years (3 points) <input type="checkbox"/>	10 - 14 years (2 points) <input type="checkbox"/>	5 - 9 years (1 point) <input type="checkbox"/>	
Experience/Expertise to Qualify as a Consultant	(6 points) <input type="checkbox"/>	(4 points) <input type="checkbox"/>	(2 points) <input type="checkbox"/>	(0 points) <input type="checkbox"/>
(Reviewer will check all samples provided by the applicant)	<p>Samples of workshops and summaries demonstrate high levels of experience and expertise in academic advising. There is a plethora of evidence of the ability to analyze, synthesize, and/or ability to make recommendations.</p> <p>Samples of experience with the following were provided:</p> <ul style="list-style-type: none"> <input type="checkbox"/> consulting/Accreditation peer reviewing or <input type="checkbox"/> self-studies (e.g., CAS) or program reviews for their campus or accreditation visit or <input type="checkbox"/> publications or <input type="checkbox"/> writing samples, i.e. accreditation reviewer/writing team, specialized experience such as assessment programs etc. or <input type="checkbox"/> Other (_____) 	<p>Samples of workshops and summaries demonstrate limited experience and expertise in academic advising. There is limited evidence of ability to analyze, synthesize, and/or ability to make recommendations.</p> <p>Samples of experience with the following were provided:</p> <ul style="list-style-type: none"> <input type="checkbox"/> consulting/Accreditation peer reviewing or <input type="checkbox"/> self-studies (e.g., CAS) or program reviews for their campus or accreditation visit or <input type="checkbox"/> publications or <input type="checkbox"/> writing samples, i.e. accreditation reviewer/writing team, specialized experience such as assessment programs etc. or <input type="checkbox"/> Other (_____) 	<p>The application does not include both samples of workshops and a summary of evaluations. There is a lack of evidence of the ability to analyze, synthesize, and/or ability to make recommendations.</p> <p>Samples indicate experience with only the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> self-studies (e.g., CAS) or program reviews at their campus or accreditation visits or <input type="checkbox"/> writing samples, i.e. accreditation reviewer/writing team, specialized experience such as assessment programs etc. 	<p>No samples of workshops and evaluations or other proof of experience were provided.</p> <p>No samples of analysis, synthesis, and/or ability to make recommendations were provided.</p>

Total Score for Rubric B _____ (maximum of 9 points)

RUBRIC C: CRITERIA FOR SPEAKER APPLICANTS

(Add points from Rubric A to points from Rubric C for final score for speaker application.)

<p>Number of Years as NACADA Member:</p>	<p>5 or more years as a member of NACADA (2 points) <input type="checkbox"/></p>	<p>Less than 5 years as a member of NACADA (1 point) <input type="checkbox"/></p>	
<p>Samples of Experience/Expertise</p> <p>(Reviewer will check all samples provided by the applicant)</p>	<p>(6 points) <input type="checkbox"/></p> <p>Samples of workshops and evaluation summaries demonstrate high levels of experience and expertise in academic advising. There is a plethora of evidence of the ability to present, facilitate, keynote, and engage the audience in each.</p> <p>Samples of experience with the following were provided:</p> <p><input type="checkbox"/> Examples of strong presentation or teaching experience or</p> <p><input type="checkbox"/> Evaluations resulting from teaching, presenting, speaking (virtual or in-person) or</p> <p><input type="checkbox"/> Publication experience or</p> <p><input type="checkbox"/> Other (_____)</p>	<p>(4 points) <input type="checkbox"/></p> <p>Samples of workshops and evaluation summaries demonstrate limited experience and expertise in academic advising.</p> <p>Samples of experience with the following were provided:</p> <p><input type="checkbox"/> Examples of strong presentation or teaching experience or</p> <p><input type="checkbox"/> Evaluations resulting from teaching, presenting, speaking (virtual or in-person) or</p> <p><input type="checkbox"/> Publication experience or</p> <p><input type="checkbox"/> Other (_____)</p>	<p>(0 points) <input type="checkbox"/></p> <p>No workshop samples or evaluation summaries included. No examples of presentation or teaching experience.</p>

Total Score for Rubric C _____ (maximum of 8 points)

Tally and Comment Page



Rubric Points for Consultant Application

A + B =

Rubric Points for Speaker Application A + C =

The following rubric point summary is used to guide decision-making as applications are reviewed and as an evaluative tool in reviewing and advancing applications.

Applicant Name:				
SPEAKER: Minimum Number of Points to be Accepted as a Speaker is 80% or 16 points	Applicant Total Points: _____	The applicant has exceptional qualifications and expertise and is accepted into the NACADA Consulting Services as a Speaker.	The applicant lacks sufficient background which may affect the quality of services provided. The applicant should be provided feedback in areas for improvement for future evaluation as a Speaker.	The applicant does not have the minimum qualifications necessary for acceptance into the NACADA Consulting Services as a Speaker.
		<input style="width: 40px; height: 30px;" type="text"/>	<input style="width: 40px; height: 30px;" type="text"/>	<input style="width: 40px; height: 30px;" type="text"/>
CONSULTANT: Minimum Number of Points to be Accepted as a Consultant is 80% or 17 points	Applicant Total Points: _____	The applicant has exceptional qualifications and expertise and is accepted into the NACADA Consulting Services as a Consultant.	The applicant lacks sufficient background which may affect the quality of services provided. The applicant should be provided feedback in areas for improvement for future evaluation as a Consultant.	The applicant does not have the minimum qualifications necessary for acceptance into the NACADA Consulting Services as a Consultant.
		<input style="width: 40px; height: 30px;" type="text"/>	<input style="width: 40px; height: 30px;" type="text"/>	<input style="width: 40px; height: 30px;" type="text"/>
Applicant is accepted as both Speaker and Consultant	YES or NO			

NOTES: