

# DISTINGUISHED ADMINISTRATIVE FACULTY OF THE YEAR

## Score Sheet

Name of Applicant:

TOTAL POSSIBLE: 88

SCORE:

<b>NOMINEE ACCOMPLISHMENTS</b>						
Score each category on a 0-4 scale, with regard to significance and far-reaching impact of the example(s) provided.						
	4	3	2	1	0	Total
<p><b>Consider the following criteria when scoring Nominee Accomplishments on a 0-4 scale:</b></p> <p><b>a) Time/effort</b> Part of job expectation vs. above and beyond that</p> <p><b>b) Successful result/skill-full execution</b> Simplicity vs. complexity of contribution</p> <p><b>c) Impact</b> Individual vs. far-reaching</p>	<p><b>EXCELLENT</b> Significant demonstration of all 3 criteria (at left):</p>	<p><b>COMMENDABLE</b> Significant demonstration of two of the three criteria (at left):</p>	<p><b>GOOD/EFFECTIVE</b> Significant demonstration of One of the three criteria (at left):</p>	<p><b>SATISFACTORY</b> Within expectations of the job or assignment</p>	<p>None</p>	

<b>A. Commitment or contribution to student success—promotion/development of, or participation in, projects/programs that impact student success (with or without direct contact with students).</b>	
Reviewer Score:  /12	<b>REVIEWER COMMENTS:</b>

<b>B. Demonstration of leadership/management—effective and/or skillful oversight of people and/or projects that result in successful program completion or complex problem solution.</b>	
Reviewer Score:  /12	<b>REVIEWER COMMENTS:</b>

<b>C. Demonstration of professionalism/civility/collegiality—a consistent use of courtesy and professionalism when handling complex situations.</b>	
Reviewer Score:  /12	<b>REVIEWER COMMENTS:</b>

<b>D. Demonstration of service to CSN— contributions to committees, groups, events, or projects that serve the department and/or the college.</b>	
Reviewer Score: /12	<b>REVIEWER COMMENTS:</b>

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E. Unique contributions based on professional expertise.	
Reviewer Score: /12	<b>REVIEWER COMMENTS:</b>

NOMINEE PERSONAL STATEMENT						
	4	3	2	1	0	Total
<b>Consider the following criteria when scoring Personal Statement:</b> <b>a)</b> Statement is carefully written: attention to grammar, punctuation, and mechanics; and falling within 500 word limit.  <b>b)</b> Statement clearly conveys applicant's worthiness of the award  <b>c)</b> Statement strongly conveys applicant's voice and personality	EXCELLENT	COMMENDABLE	GOOD/EFFECTIVE	SATISFACTORY	None	
Reviewer Score: /12	<b>REVIEWER COMMENTS:</b>					

LETTERS OF ENDORSEMENT						
	4	3	2	1	0	Total
<b>Consider the following criteria when scoring each Letters of Endorsement:</b> <b>a)</b> Letter is carefully written with attention to grammar, punctuation, and mechanics; . <b>b)</b> Statement clearly conveys applicant's worthiness of the award, with regard to professional accomplishments, professional contributions, and individual character.	EXCELLENT	COMMENDABLE	GOOD/EFFECTIVE	SATISFACTORY	None	
<b>LETTER 1:</b>						
Reviewer Score: /8	<b>REVIEWER COMMENTS:</b>					

**LETTER 2:**

Reviewer  
Score:

**REVIEWER COMMENTS:**

/8