

Below is an outline of the rubric that will be used to rate each nominee for the Administrative Excellence Award.

Award Criteria	Outstanding (4)	Exceeds Expectations (3)	Successful (2)	Limited (1)	Blank/Off Topic (0)	Points Earned	Comments
	Specific and measurable examples of nominee's excellence that <u>far</u> exceeded the criteria, and documented that this occurred on a consistent basis.	Specific and measurable examples of nominee's excellence that exceeded the criteria, and documented that this occurred on a consistent basis.	Specific examples of nominee's excellence; however, the examples provided did not demonstrate a consistent or frequent basis.	Limited information and description of nominee's excellence. Examples provided were vague, broad, and immeasurable.	No example provided, or example provided is off-topic.		
Outstanding job performance							
Creativity and innovation to serve the needs of our organization, patients, and/or communities							
Influential team member, attending to staff and faculty morale and cohesion							
Leadership ability							
Evidence of service to the department or University							
Area(s) otherwise not addressed in criteria							
Total Points						XX	