



WAYNE STATE

Academic Staff Professional
Development Committee

RUBRIC: ASPDC Distinguished Service Award I/Distinguished Service Award II

Criteria	Excellent (3 points)	Satisfactory (2 points)	Limited (1 point)
Nominee’s Service to Staff and/or Students 25% of final score	Letter contains compelling and detailed evidence of nominee’s service to staff and/or students.	Letter contains sufficient evidence of nominee’s service to staff and/or students.	Letter contains limited evidence of nominee’s service to staff and/or students.
Nominee’s Service to University Committees, Departments, and/or Campus Community 25% of final score	Letter contains compelling and detailed evidence of service to university committees, departments and/or the campus community beyond normal job responsibilities.	Letter contains sufficient evidence of service to university committees, departments and/or the campus community beyond normal job responsibilities.	Letter contains limited evidence of service to university committees, departments and/or the campus community beyond normal job duties.
Nominee’s Service to External Professional and/or Community Organizations 25% of final score	Letter contains compelling and detailed evidence of service to external professional and/or community organizations beyond normal job responsibilities.	Letter contains sufficient evidence of service to external professional and/or community organizations beyond normal job responsibilities.	Letter contains limited evidence of service to external professional and/or community organizations beyond normal job responsibilities.
Nominee’s fit for the award. 25% of final score	Nominator effectively explains why nominee is a fitting candidate for the award.	Nominator adequately explains why nominee is a fitting candidate for the award.	Nominator vaguely explains why nominee is a fitting candidate for the award.