



# WAYNE STATE

Academic Staff Professional  
Development Committee

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

<b>Criteria</b>	<b>Excellent (3 points)</b>	<b>Satisfactory (2 points)</b>	<b>Limited (1 point)</b>
<b>Nominee’s Service to Staff and/or Students</b>  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.
<b>Nominee’s Service to University Committees, Departments, and/or Campus Community</b>  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.
<b>Nominee’s Service to External Professional and/or Community Organizations</b>  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.
<b>Nominee’s fit for the award.</b>  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.