

University Awards Review Rubric
University Service Award
(2 recipients per year)

Name of Nominee: _____

Date: _____

Nomination Form Packet Review:

Mandatory:

- Coversheet
- Statement of Support by nominating body
- Curriculum Vitae
- Personal statement summarizing service activity to discipline, community, and campus (limit one page)

Optional/Additional Materials

- Letters of support from individuals that can speak to the impact of the nominee's service activity

Enter a score up to the maximum indicated or NA for each (0=didn't provide, 1=minimal provision, maximum score=excellent provision, NA = not applicable)

Application Component	Score
The application is complete	Y/N
Curriculum Vitae	
Consistently detailed and meaningful enough to guide decision-making about professional experiences as it relates to service	/5
Clearly shows internal and external service activity at UWSP	/10
Feedback:	
Personal Summary Statement	
Summary is consistently detailed and meaningful enough to guide decision-making about significance of service activity	/5
Service achievements exhibit strong and significant contribution to discipline/unit	/5
Service achievements exhibit strong and significant contribution to student body/campus	/5
Service achievements exhibit strong and significant contribution to community	/5
Feedback:	
Nomination Statement	
Nomination Statement provides enough detail for reader to understand the significant impact of internal service activity (e.g., department/unit, student body, campus)	/5
Nomination Statement provides enough detail for reader to understand the significant impact of external service activity (e.g., community)	/5
Nomination statement provides a clear indication that nominee has gone above and beyond normal job duties	/5
Feedback:	
Optional Materials	
Optional: Letter of support provides enough detail for reader to understand the significant impact of internal and/or external service activity as defined above	/5

Optional: Letter of support provides a clear indication that nominee has gone above and beyond normal job duties	/5
Feedback:	

Total score: ____ / ____ Percent: ____ %

*If nominee did not provide 'Optional Material', mark with N/A. Do not include N/A categories as part of the overall possible score.

Revised 12/2023