**Rating Sheet for Chancellor’s Award for Excellence in Professional Service**

**Instructions:** Complete the table below, citing the key evidence found in the 5-page summary for each required criterion. Indicate in the Rating column whether each criterion has been met or not.

Nominees must be individuals who have repeatedly sought improvement of themselves, their campuses and ultimately the State University and, in doing so, have transcended the normal definitions of excellence. Nominees shall be those individuals who can serve as professional role models for a University system in the pursuit of excellence. The following criteria shall be used in selecting persons for nomination of this award:

| **Criterion** | **Key Evidence from 5-page Summary** | **Rating** |
| --- | --- | --- |
| ***Performance Within the Position Description*** |
| The candidate must **perform superbly in fulfilling the job description** for the position held. |  | [ ] Exceeded[ ] Met[ ] Not Met |
| ***Performance Beyond the Position Description*** |
| The candidate should also **demonstrate excellence** in professional activities **beyond the parameters of the job description.** The ideal candidate will satisfy the standards **in a creative and innovative fashion** while **demonstrating flexibility and adaptability** to institutional needs. |  | [ ] Exceeded[ ] Met[ ] Not Met |
| Consideration should be given to capabilities and accomplishments in the areas of **leadership, decision-making and problem-solving**. *Evidence in this category includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, and committee activities.*  |  |  |