

College of Engineering Staff Excellence Rubric(s)

Award title	Questions in Rubric	Points (max)
Team Excellence Award		
	Short-term, high impact projects/activities which demonstrate initiative and innovation above and beyond the assigned duties and expectations of the team members' positions.	30
	Production of an extraordinary and significant outcome as the result of a current or recent collaborative effort.	15
	Demonstrates or generates significant new knowledge, improvements to the learning environment and/or develops an effective new program, process or procedure.	25
	Selection will be based on the importance of collaboration to the project's outcome.	15
	Impact of the project/activity and the degree to which the accomplishment reflects contributions from all team members are primary characteristics desired for this award.	15
	Total	100
Leah H. Jamieson Leadership Award		
	Demonstrates initiative, innovation, and provides leadership within the department/school.	40
	Encourages and motivates by example, the development of other staff members and serves as a mentor/resource person.	40
	Promotes a welcoming and positive environment for all faculty, staff, students, and visitors.	20
	Total	100

Professional Achievement Excellence Award		
	Consistently performs assigned duties at an exceptional level.	30
	Goes above and beyond the normal expectations and volunteers for additional assignments.	50
	Maintains a professional manner and serves as a role model for other staff.	20
	Total	100
Customer Service Professional and Management Excellence Award		
	Exhibits a consistent pattern of congenial behavior to all contacts and treats others with respect.	15
	Leads by example-not just verbally.	15
	Has a positive attitude even under the most difficult of circumstances.	10
	Anticipates needs and takes appropriate action.	30
	Developed a creative or innovative method for providing/improving customer service.	30
	Total	100
Customer Service Support Staff Excellence Award		
	Exhibits a consistent pattern of congenial behavior to all contacts and treats others with respect.	15
	Leads by example-not just verbally.	15
	Has a positive attitude even under the most difficult of circumstances.	10
	Anticipates needs and takes appropriate action.	30
	Developed a creative or innovative method for providing/improving customer service.	30
	Total	100

New Employee Professional and Management Excellence Award		
	Demonstrates uncommon initiative on the job.	40
	Shows a desire to improve job skills by furthering their education and/or taking on more responsibility.	35
	Shows a positive attitude in dealing with the University family/community.	25
	Total	100
New Employee Support Staff Excellence Award		
	Demonstrates uncommon initiative on the job.	40
	Shows a desire to improve job skills by furthering their education and/or taking on more responsibility.	35
	Shows a positive attitude in dealing with the University family/community.	25
	Total	100
Business Office Staff Professional, Management and Support Excellence Award		
	Exhibits a consistent pattern of congenial behavior to all contacts and treats others with respect.	15
	Leads by example-not just verbally.	15
	Has a positive attitude even under the most difficult of circumstances.	10
	Anticipates needs and takes appropriate action.	30
	Developed a creative or innovative method for providing/improving customer service.	30
	Total	100

Academic Advisor Excellence Award		
	Demonstrates professional attitude towards advisees	25
	Anticipates advisee needs and takes proactive action	25
	Is available to advisees	25
	Evidence of professional development	15
	Participates in CoE and Purdue Advising Community	10
	Total	100
Research Staff Excellence Award		
	Demonstrates a positive impact on research	45
	Has a significant role in the implementation of sponsored research	45
	Plays a significant role in the success of research program	10
	Total	100
Long-Term Impact Award		
	Consistently performed at a level which is above and beyond what is expected to create a positive difference within a unit of the College.	30
	The contributions made to the unit and or the college are clearly defined and measurable.	30
	The contributions made to the unit and or the college has occurred over an extensive period of time of at least ten (10) years, and will continue to have a positive effect even after the individual leaves their position.	40
	Total	100