

Employee of the Trimester Award Rubric

Award	4 points	2 points	0 point	1 point Beyond the Scope
1. Exemplary Performance: Nominee exhibits exceptional performance in their role, going above and beyond standard job expectations to contribute to the success of Logan University.	Nomination clearly articulates how the Nominee exhibits exceptional performance in their role, going above and beyond standard job expectations to contribute to the success of Logan University with all relevant examples.	Nomination demonstrates how the Nominee exhibits exceptional performance in their role, going above and beyond standard job expectations to contribute to the success of Logan University with some relevant examples.	Nomination fails to demonstrate how the Nominee exhibits exceptional performance in their role, going above and beyond standard job expectations to contribute to the success of Logan University with no relevant examples.	Nominee earns one service point if the impact of accomplishments extends beyond the expected scope of their position(s).
2. Spirit of Continuous Improvement: Nominee embraces and promotes continuous improvement practices within their department or team, actively seeking opportunities to enhance processes and outcomes.	Nomination clearly articulates how the Nominee embraces and promotes continuous improvement practices within their department or team, actively seeking opportunities to enhance processes and outcomes with all relevant examples.	Nomination demonstrates how the Nominee embraces and promotes continuous improvement practices within their department or team, actively seeking opportunities to enhance processes and outcomes with some relevant examples.	Nomination fails to demonstrate how the Nominee embraces and promotes continuous improvement practices within their department or team, actively seeking opportunities to enhance processes and outcomes with no relevant examples.	Nominee earns one service point if the impact of accomplishments extends beyond the expected scope of their position(s).
3. Inspiration to Others: Nominee inspires and motivates colleagues, fostering a positive workplace culture that encourages collaboration, innovation, and a commitment to excellence.	Nomination clearly articulates how the Nominee inspires and motivates colleagues, fostering a positive workplace culture that encourages collaboration, innovation, and a commitment to excellence with all relevant examples.	Nomination demonstrates how the Nominee inspires and motivates colleagues, fostering a positive workplace culture that encourages collaboration, innovation, and a commitment to excellence with some relevant examples.	Nomination fails to demonstrate how the Nominee inspires and motivates colleagues, fostering a positive workplace culture that encourages collaboration, innovation, and a commitment to excellence with no relevant examples.	Nominee earns one service point if the impact of accomplishments extends beyond the expected scope of their position(s).
4. Contribution to Teaching and Learning: Nominee contributes to enhancing teaching and learning experiences, whether through innovative practices, mentorship, or curriculum development with all relevant examples.	Nomination clearly articulates how the Nominee contributes to enhancing teaching and learning experiences, whether through innovative practices, mentorship, or curriculum development with all relevant examples.	Nomination demonstrates how the Nominee contributes to enhancing teaching and learning experiences, whether through innovative practices, mentorship, or curriculum development with some relevant examples.	Nomination fails to demonstrate how the Nominee contributes to enhancing teaching and learning experiences, whether through innovative practices, mentorship, or curriculum development with no relevant examples.	Nominee earns one service point if the impact of accomplishments extends beyond the expected scope of their position(s).

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mentorship, or curriculum development.				
5. Collaboration and Teamwork: Nominee displays evidence of effective collaboration and teamwork with colleagues across departments or disciplines. Showcase the nominee's ability to work well with others and create an equitable environment	Nomination clearly articulates how the Nominee displays evidence of effective collaboration and teamwork with colleagues across departments or disciplines with all relevant examples.	Nomination demonstrates how the Nominee displays evidence of effective collaboration and teamwork with colleagues across departments or disciplines with some relevant examples.	Nomination fails to demonstrate how the Nominee displays evidence of effective collaboration and teamwork with colleagues across departments or disciplines with no relevant examples.	Nominee earns one service point if the impact of accomplishments extends beyond the expected scope of their position(s).
6. Positive Impact on the Community: Nominee creates a positive impact on the Logan University community through volunteer work, outreach initiatives, or other contributions that foster community engagement.	Nomination clearly articulates how the Nominee creates a positive impact on the Logan University community through volunteer work, outreach initiatives, or other contributions that foster community engagement with all relevant examples.	Nomination demonstrates how the Nominee creates a positive impact on the Logan University community through volunteer work, outreach initiatives, or other contributions that foster community engagement with some relevant examples.	Nomination fails to demonstrate how the Nominee creates a positive impact on the Logan University community through volunteer work, outreach initiatives, or other contributions that foster community engagement with no relevant examples.	Nominee earns one service point if the impact of accomplishments extends beyond the expected scope of their position(s).
7. Life-Long Learner: Nominee participates in professional development activities (workshops, training, conferences) that enhance their skills and effectiveness within the institution.	Nomination clearly articulates how the Nominee participates in workshops and conferences within the institution to foster personal professional growth development with all relevant examples.	Nomination demonstrates how the Nominee participates in workshops and conferences within the institution to foster personal professional growth development with some relevant examples.	Nomination fails to demonstrate how the Nominee participates in workshops and conferences within the institution to foster personal professional growth development with no relevant examples.	Nominee earns one service point if the impact of accomplishments extends beyond the expected scope of their position(s).