

## Staff Team Excellence Award Scoring Rubric

### Award Description

The **Team Excellence Award** recognizes an exceptional team within the institution that exemplifies the values of collaboration, cooperation, and a commitment to fostering a supportive and productive work environment. This award is given to a staff-led team that consistently demonstrates exceptional teamwork, enhances the effectiveness of their colleagues, and contributes to the success of their Committee, Division, Department or College through their dedication to shared goals.

### Instructions for Reviewers:

Review each nomination using the criteria below, scoring each area on a scale of 1-5 (1 = Does not meet expectations, 5 = Exceeds expectations). Use the comment sections to support your scores. Total possible points: 35. For team awards, apply the criteria to the team's collective achievements.

### Section 1: Collaboration (5 points)

- Criteria: Consider the following:
  - Consistently supports colleagues through teamwork and shared responsibilities.
  - Engages in meaningful interdisciplinary or cross-functional partnerships.
  - Fosters an environment of mutual respect and open communication.

- 5 = Exceeds expectations

- 3 = Meets expectations

- 1 = Does not meet expectations

Score: \_\_\_\_ / 5

Comments: \_\_\_\_\_

### Section 2: Culture (5 points)

- Criteria: Consider the following:
  - Demonstrates a willingness to assist others, mentor, and support team members.
  - Maintains a positive attitude and inspires others through their professionalism and collegiality.
  - Enhances morale and contributes to a strong sense of community within their team or division.

- 5 = Exceeds expectations

- 3 = Meets expectations

- 1 = Does not meet expectations

Score: \_\_\_\_ / 5

Comments: \_\_\_\_\_

### Section 3: Vision (5 points)

- Criteria: Consider the following:
  - Works collaboratively to address challenges and create innovative solutions.
  - Contributes to process improvements, enhancing team efficiency and effectiveness.
  - Shows initiative in resolving conflicts and strengthening team dynamics.
  - Plays an integral role in the success of projects, programs, or institutional initiatives.
  - Supports institutional mission and values through teamwork and shared vision.

- 5 = Exceeds expectations

- 3 = Meets expectations

- 1 = Does not meet expectations

Score: \_\_\_\_ / 5

Comments: \_\_\_\_\_

### Section 4: Supporting Evidence (5 points)

- Criteria: Quality and relevance of supporting documents (CV, letters of support, etc.).

- 5 = Exceeds expectations

- 3 = Meets expectations

- 1 = Does not meet expectations

Score: \_\_\_\_ / 5

Comments: \_\_\_\_\_

### Section 5: Advancement of Institutional Mission (5 points)

- Criteria: How the nominee's work supports and advances the mission/values of the institution.

- 5 = Exceeds expectations

- 3 = Meets expectations

- 1 = Does not meet expectations

Score: \_\_\_\_ / 5

Comments: \_\_\_\_\_

**Section 6: Overall Excellence and Distinction (5 points)**

- Criteria: Overall impression of nominee’s excellence and distinction in their field or role.

- 5 = Exceeds expectations

- 3 = Meets expectations

- 1 = Does not meet expectations

Score: \_\_\_\_ / 5

Comments: \_\_\_\_\_

**Section 7: Clarity and Quality of Nomination Letter (5 points)**

- Criteria: Clarity, thoroughness, and persuasiveness of the nomination letter.

- 5 = Exceeds expectations

- 3 = Meets expectations

- 1 = Does not meet expectations

Score: \_\_\_\_ / 5

Comments: \_\_\_\_\_

**Total Score: \_\_\_\_\_ / 35**