

CAREER STAFF AWARD – NOMINATION RUBRIC

This rubric is provided to assist nominators in crafting clear, specific, and compelling letters of support.

Category	Fair	Good	Exceptional
Sustained Quality of Work	General statements about competence or meeting expectations.	Provides examples of reliable, high-quality work maintained over many years.	Demonstrates a career-long pattern of excellence, professionalism, and work others consistently depend on.
Cumulative Impact on Department & Students	Mentions contributions without showing lasting impact.	Shows repeated contributions that positively affected departmental operations or student support.	Demonstrates deep, lasting impact that shaped processes, culture, or outcomes and continues to benefit ETSU today.
Institutional Knowledge & Mentorship	Notes experience without examples.	Provides examples of sharing knowledge, mentoring others, or supporting onboarding.	Shows the nominee as a trusted institutional resource and mentor regularly relied upon for guidance and problem-solving.
Adaptability & Commitment Through Change	Notes that the nominee has experienced change.	Describes positive adaptation to evolving roles, systems, or leadership.	Demonstrates resilience and leadership through change while helping others maintain stability, morale, and service quality.
Embodiment of ETSU Core Values Over Time	Mentions ETSU values generally, without evidence.	Provides examples of respect, integrity, collaboration, and professionalism.	Shows a sustained, career-long commitment to people first; dignity and respect; integrity; inclusiveness; and excellence that positively shaped workplace culture.