

DISTINGUISHED STAFF AWARD – NOMINATION RUBRIC

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

Category	Fair	Good	Exceptional
Commitment & Service	General statements about reliability or fulfilling basic job expectations.	1–2 concrete examples of consistent commitment, strong follow-through, or dependable service that goes beyond routine duties.	Detailed examples showing sustained commitment, long-term dedication, and a pattern of elevating the unit’s effectiveness or service quality.
Innovation & Improvement	Mentions that the nominee is innovative without specific examples.	Provides examples of process improvements, creative solutions, or new approaches that enhanced a task, program, or workflow.	Demonstrates significant, documented improvements or innovations with measurable outcomes or broader adoption across teams or departments.
Impact on Campus & Community	Describes contributions limited to routine duties within the nominee’s own role or office.	Shows positive impact across multiple groups such as colleagues, students, units, or stakeholders.	Demonstrates broad university-wide or community-wide impact that advances ETSU’s mission, culture, service quality, or visibility.
Leadership & Collaboration	Mentions general teamwork or collegiality.	Shares examples of collaboration, mentorship, cross-departmental problem-solving, or serving as a resource for others.	Provides strong evidence of leadership that empowers others, builds partnerships, enhances teamwork, or unites diverse groups toward shared goals with clear resulting outcomes.
Embodiment of ETSU Core Values	States that the nominee represents ETSU values without specifics.	Gives examples of dignity and respect for others, integrity, or valuing diverse perspectives.	Demonstrates consistent modeling of ETSU’s core values – people come first; respect; integrity; inclusiveness; excellence – in ways that improve culture, foster trust, elevate morale, or strengthen the university community.