

NON-ACADEMIC AWARD GRANTING PROGRAM RUBRICS FOR EVALUATION OF NARRATIVE RESPONSES

Criterion 1. Support of the University Mission and Strategic Goals or Mandates

Criteria	4	3	2	1
Support of the University mission and strategic goals and/or mandates.	Program/unit goals are essential to the achievement of operational and/or strategic outcomes.	Program/unit goals are very important to the achievement of operational and/or strategic outcomes.	Program/unit goals are moderately important to the achievement of operational and/or strategic outcomes.	Program/unit goals are slightly important to the achievement of operational and/or strategic outcomes.

Criterion 2. External/Internal Demand

Criteria	4	3	2	1
External/internal demand	Discusses and demonstrates how services support other programs/units on campus, within the Minnesota State system, and/or external agencies and organizations.	Discusses and explains how services support other programs/units on campus, within the Minnesota State system, and/or external agencies and organizations.	Discusses how services support other programs/units on campus, within the Minnesota State system, and/or external agencies and organizations.	Fails to discuss adequately how services support other programs/units on campus, within the Minnesota State system, and/or external agencies and organizations.
	Addresses trends and fluctuations in the request for services while documenting an increase in demand.	Addresses trends and fluctuations in the request for services while documenting a sustained demand.	Addresses trends and fluctuations in the request for services, but fails to document increased or sustained demand.	Inadequately addresses trends and fluctuations in the request for services and/or fails to document increased or sustained demand.

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Criterion 3. Quality

Criteria	4	3	2	1
Quality	Accomplishments of the program/unit exceed expectations based on benchmarks and/or other indicators adopted to evaluate the delivery of services.	Accomplishments of the program/unit meet expectations based on benchmarks and/or other indicators adopted to evaluate the delivery of services.	Accomplishments of the program/unit fall somewhat short of expectations based on benchmarks and/or other indicators adopted to evaluate the delivery of services.	Accomplishments of the program/unit fall well short of expectations based on benchmarks and/or other indicators adopted to evaluate the delivery of services.

Criterion 4. Operational Effectiveness/Financial Viability

Criteria	4	3	2	1
Operational effectiveness/financial viability	Applies measures for evaluating operational and financial responsibilities that indicate the program/unit exceeds expectations for the effective and efficient use of funds.	Applies measures for evaluating operational and financial responsibilities that indicate the program/unit meets expectations for the effective and efficient use of funds.	Applies measures for evaluating operational and financial responsibilities that indicate the program/unit falls somewhat short of expectations for the effective and efficient use of funds.	Identifies but does not apply measures for evaluating operational and financial responsibilities and/or the program/unit falls well short of expectations for the effective and efficient use of funds.
	Demonstrates a strong case for increased funding in resources.	Demonstrates a strong case for sustained funding in resources.	Demonstrates a case for sustained funding in resources.	Fails to demonstrate a case for sustained funding in resources.

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Criterion 5. Opportunity/Threat/Environmental Scan/Analysis

Criteria	4	3	2	1
Opportunities/threats	Demonstrates a high level of commitment to exploring, selecting, and suggesting strategies for improving services provided by the program/unit.	Demonstrates a moderate level of commitment to exploring, selecting, and suggesting strategies for improving services provided by the program/unit.	Demonstrates a low level of commitment to exploring, selecting, and suggesting strategies for improving the services provided by the program/unit.	Lacks a demonstrated level of commitment to exploring, selecting, and suggesting strategies for improving the services provided by the program/unit.
Environmental scan/analysis	The program/unit monitors, identifies, and strategizes how to address potential impacts of regional and national trends.	The program/unit monitors and identifies potential impacts of regional and national trends.	The program/unit keeps abreast of regional and national trends.	The program/unit fails to keep abreast of regional and national trends.