

## Assessment Recognition Program

Recognizing exemplary projects throughout the Division of Student Affairs contributes to the overall mission of the Assessment Committee to promote a culture of assessment. It is through assessment and derivations of it that the division can make evidence-based decisions, document learning outcomes, and improve Student Affairs programs or services. The Assessment Committee welcomes self-nominations or third-party nominations for the third annual Assessment Recognition Program which is now a component of the Student Affairs Outstanding Staff and Program Awards.

The nominated project must have been completed within the last two fiscal years. The project may be ongoing or conducted once. **The deadline for submission is March 17, 2017.** The projects will be judged using the rubric below. Winners will be awarded a certificate and their unit will receive a monetary award at the Outstanding Staff and Program Awards ceremony.

A total of three pages will be accepted plus appendices and the nomination form. Please complete the following headings where you can provide more details than in the Executive Summary. The submission must be at least 12 point type and may have narrow margins in a Word or PDF document.

### HEADINGS FOR THE NOMINATION Form:

- **Executive Summary** (600 words or less) describing the project. This should be broad with more details provided in the headings below.
- **Purpose/Goals** of the project. Anchor the purpose to professional standards, best practices, guiding principles internal or external benchmarks, university, division, or unit strategic goals
- **Method(s)** used and why it was chosen. Include the actual instrument in the appendix or reference the instrument if it is proprietary or particularly long.
- **Primary Results and Interpretation** of the project should be clearly stated.
- **Conclusions and Future plans.** Clearly state how the project will or has informed programs, services, best practices or used in making evidence-based decisions. How were the results disseminated and to whom?

## Nomination Form

**Nominee(s):**

**Nominated By:**

**Title of the Project:**

**Date(s) the project was undertaken:**

**Student Affairs Unit:**

Thank you for participating in Student Affairs' Assessment Recognition Program! Please return completed forms by email to Student Affairs Assessment and Evaluation Committee Member, Regina Harrington, at [rhrngtn@illinois.edu](mailto:rhrngtn@illinois.edu).

## Student Affairs Recognition of Exemplary Assessment Projects: Criteria for Evaluating Nominations

Each criterion has a maximum value of 3 points, for a total of 30 possible points, according to the following scale:

- 0 = Not present
- 1 = Lacks details
- 2 = Some details
- 3 = Very detailed

CATEGORY	CRITERIA	MAXIMUM SCORE
<b>Executive Summary</b> <i>(3 point maximum)</i>	Provides a concise description of assessment project in 600 words or less	<b>3</b>
<b>Purpose / Goals</b> <i>(6 point maximum)</i>	Purpose is clearly stated and connected to: professional standards, best practices, another set of guiding principles, internal and/or external benchmarks	<b>3</b>
	Addresses strategic goals of campus, student affairs or unit	<b>3</b>
<b>Methods</b> <i>(6 point maximum)</i>	Methods are clearly described, including why the methods were chosen	<b>3</b>
	Measure(s) or instrument(s) are included in the appendix or are appropriately referenced if instrument cannot be included (because of copyright, length, etc.)	<b>3</b>
<b>Primary Results and Interpretation</b> <i>(6 point maximum)</i>	Results address the purpose of the assessment	<b>3</b>
	Interpretation of results is clearly stated	<b>3</b>
<b>Conclusions and Future Plans</b> <i>(6 point maximum)</i>	Dissemination of results—addresses how results were shared with key audiences	<b>3</b>
	It is clearly stated how the assessment project will /has inform(ed) future programs, services, best practices and/or assessment projects	<b>3</b>
<b>Overall Quality of Submission</b> <i>(3 point maximum)</i>	Well written, focused (3 pages or less), comprehensive and specific	<b>3</b>
Total=		<b>30</b>