SVCC Rewards and Recognition Rubric 2026 – Administrative & Professional Faculty

This award acknowledges outstanding service of an administrative and professional faculty member who has consistently excelled in his/her work during the time period of July 1st - current date.

EMPLOYEE NAME:			**Received "Meets Expectations" on most recent evaluation.**		
SUPERVISOR Approval:			**In current position at least one year.**		
CRITERIA	**0**	**1**	**2**	**3**	**SCORE**
Performance Requirements	No documentation submitted.	Meets performance requirements consistently	Often surpasses performance requirements	Consistently and clearly surpasses performance requirements	
Contributions to Strategic Initiatives	No documentation submitted.	Contributes to strategic initiatives as required	Makes significant contributions to the strategic initiatives	Makes exceptional contributions that greatly advance strategic initiatives	
Reflect credit on SVCC	No documentation submitted.	Occasionally reflects credit on SVCC	Frequently reflects credit on SVCC	Consistently reflects credit on SVCC even beyond normal duties	
Dedication to College and Community	No documentation submitted.	Demonstrates dedication to the College and the Community as expected	Shows strong dedication to the College and the Community	Demonstrates exceptional dedication to the College and the Community	
Leadership and Cooperation	No documentation submitted.	Demonstrates adequate leadership and cooperation impacting students, employees, and the public	Exhibits strong leadership and cooperation impacting students, employees, and the public	Exhibits a high level of leadership and cooperation, positively impacting students, employees, and the public.	
				TOTAL	