

Standards of Excellence Grading Rubric 2009

Chapter Name: _____

Total Score: _____ / 100

All standards will be given 10 points each (with the exemption of Standard 4) to add up to a total of 100 points. Points are awarded as follows through the performance sections of each standard. All forms for Standards of Excellence must be received on time by the designated due date. If any forms for any standard are not received by that date, the standard will be penalized 50%. The chapter then has one full week (7 days) to turn in the forms. If the forms are not received the standard will be not receive a score.

Standard 1: Academic Achievement

- Chapter achievement of an overall quality point average for its full current membership that is above the respective male or female undergraduate average each semester. _____ / 1
 - New member quality point average meets or exceeds the all first-year undergraduate QPA. _____ / 1
 - Potential new members of sophomore rank or above will hold a cumulative QPA of 2.00 or better to be considered eligible for chapter membership. _____ / 1
 - All chapter officers will hold prior to election and maintain upon election a minimum 2.5 grade point average from the previous semester. _____ / 1
 - _____ Chapt
ers will attach their planned scholarship program highlighting at least (5) identifiable goals they hope to reach over the semester. At the end of the semester they will prove they have achieved those goals
_____ / 3 for goals
_____ / 3 for completion
- Total Standard 1: _____ / 10

Standard 2: New Member Education / Orientation Program

- A new member program that adheres to the guidelines of your national organization. _____ / 1
- Initiation into full membership will be conducted in a reasonable manner and the new member education or orientation program will be completed within 12 weeks from the date upon which a bid for membership was extended. _____ / 1
- All new members will participate in a New Member Education series. This series should be sponsored by the Student Life Office however if the respective new members not governing council is not able to provide an appropriate education in attendance series, the Student Life Office will provide the requisite sessions. 100% attendance is required by new members – if a new member misses 1 of the sessions in the Fall they will have the opportunity to _____ / 2

make it up in the Spring and if they miss one in the Spring they can make it up in the Fall.

- no points if they fail to meet this standard during the Fall semester
- Receive
- At least 50% of the new member class will initiate into full membership. _____ / 1
- Chapters will attach a New Member Education program detailing by week progress made in the new member's education. They will receive (5) points for handing in the plan and (5) points for completion. Plan must be fully completed to receive the second (5) points, no partial credit. _____ / 5

Total Standard 2: _____ / 10

Standard 3: Recruitment of New Members

- Compliance with all national chapter policies and governing council policies related to recruitment. _____ / 3
 - (-1 for each infraction)
- Participation in governing council and university planned Events. _____ / 4
 - Almost Midnight Breakfast
 - Freshmen Move In Day
 - Meet the Greeks
 - Textbook Resale
- A
All Rush posters and pre-recruitment events will be submitted on time to the Student Life Office _____ / 1
- All recruitment events will be free of alcohol for members and potential new members. _____ / 1
- Recruitment will be values based and the purpose of recruitment events will be to disseminate information to potential members about the respective organization. All publications and other descriptive programs about fraternity or sorority recruitment will provide information about membership expectations and provide accurate details related to financial obligations, academic requirements, retention rates, and chapter achievements. _____ / 1
Every pledge dropped/total pledges= percentage point to be added
Mandatory date for rush posters,

Total Standard 3: _____ / 10

Standard 4: Leadership and Membership Development

- Chapters will co-host at least 2 programs a semester with a non- _____ / 2

- Greek student organization. +1 for each program
 - All chapter members will complete at least 5 hours of community service (active service) each semester. ____ / 5
 - Chapters will host at least 1 philanthropy or service event that directly benefits their national philanthropy (85% attendance mandatory). -1 for 10% members under
____ / 1
 - 60% of members in a chapter will be involved in at least one other organization. ____ / 2
 - 40% of chapter members will hold a leadership position on campus. ____ / 2
 - Chapters will ensure that at least 2 members of their chapter attend the annual Greek Retreat, one of which MUST be on the Executive Board of the organization. ____ / 2
 - Chapters will host an annual retreat/meeting in which the chapter meets to set goals for the coming year. ____ / 1
 - Chapters will implement an officer transition program to ensure that new officers receive all of the information they need to be an effective officer. This program must include meetings between new and past officers. ____ / 1
 - Chapters will attend or host 4 membership development programs or workshops a year from the categories listed in the SOE document. ____ / 4
+1 for each program
- Total Standard 4: _____ / 20

Standard 5: Advisors

- All chapters will have at least 1 chapter advisor. It is recommended that the chapter advisor be an alumnus/alumnae of the chapter living in the Pittsburgh area. ____ / 2
 - Chapter advisors are encouraged to attend at least 50% of chapter meetings each semester. However, what is imperative is that the Chapter Advisor is actively involved with the current happenings of the chapter and is providing regular support and guidance to the chapter and the chapter members. Chapter Advisors are encouraged to be involved in the planning and execution of recruitment events that chapters hosts. ____ / 3
<50% mtg but involved
 - All chapters will have a Faculty/Staff Advisor who is an employee of the university. The Faculty/Staff Advisor will serve as a liaison between the chapter and Carnegie Mellon University as well as serve as an academic mentor to all chapter members. The name, address, phone number and email address of the faculty advisor should be submitted to the Student Life Office. ____ / 5
- Total Standard 5: _____ / 10

Standard 6: Facility Management

- All chapters who lease a property from the university must meet all fire standards, health codes and safety standards requirements. ____ / 6
- All chapters who employ a cook must have proof that the cook is certified and must also provide worker's compensation ____ / 3-cook
- All chapters who lease a facility from the university must have an ____ / 3

active house corporation board.

- All chapters who lease a facility from the university must have a clear and written policy regarding occupancy of the facility. _____ / 1

Total Standard 6: _____ / 10

Standard Omitted due to no on-campus housing: _____

Standard 7: Alumni Development

- All chapters will develop and distribute a semesterly Alumni Newsletter. _____ / 2
-1 if yearly
- All chapters will work to partner with their local Pittsburgh Alumni chapter or if an Alumni chapter does not exist they will develop an alumni board to encourage the development of a partnership between the two bodies. _____ / 3
- All chapters will have at least 5% of their undergraduate membership in attendance at campus sponsored receptions for alumni (i.e. Homecoming and Carnival Greek Receptions). _____ / 3
- All chapters will maintain an alumni database or will have access to an alumni database through the national office. _____ / 2

Total Standard 7: _____ / 10

Standard 8: Management of Risk & Social Host Responsibilities

- Chapters will be in compliance with their national policies when hosting events where alcohol is present or served. _____ / 3
- Chapter Risk and Social chairs should have a minimum one semester experience in their chapter _____ / 1
- At least one member of each chapter will have gone through Sexual Assault Advisor (SAA) training. _____ / 1
- Chapters will have a working internal standards board/honor board and have a standards board/honor board advisor. _____ / 3
2: board w/o advisor
- Chapters will have a well developed crisis plan _____ / 2

Total Standard 8: _____ / 10

Standard 9: Financial Management

- Chapters are encouraged to have at least 2 officer signatures on all financial agreements or talk to their advisor for other acceptable financial agreement options. _____ / 1
- Chapters will have a financial advisor to assist them in the management of their funds _____ / 3
- Chapters will develop an auditing process for their budget and funds debited. _____ / 3
- The chapter will state dues and new member/initiation fees for each fall and spring semester. _____ / 1
- The chapter will set room rent cost for singles, doubles triples and quads and also the meal plan cost. _____ / 1
- The chapter will state any other additional fees. _____ / 1

Total Standard 9: _____ / 10