Co-Curricular Local Evaluation Committee Check-List.

Position Title.

☐ Title aligns with the description.
☐ All acronyms are defined.

Position Description.

☐ First sentence is in present tense and describes the organization/group.
☐ Position description is in past tense.
☐ Position description is gender neutral.
☐ Acronyms-if present-are defined.
☐ Position description is the appropriate length (approximately 3 sentences).

Quality of Position Description.

☐ Description has good organization.
☐ Description is clear.
☐ Description is the appropriate length, information seems accurate.

Quality of Requirements for Position.

☐ Requirements are clear.
☐ Requirements are measurable if possible (quantifiable).
☐ Requirements are specific to the role.
☐ Requirements demonstrate that students are actively engaged/reflecting.

Quality of Competencies.

☐ Competencies align with the role and Description.
☐ Competencies demonstrate intentional skill development.
☐ The number of competencies appropriately align with the timeframe.
   o Timeframe: <10 hours=1 competency, 10-20 hours=2-3, 21-40 hours=3-4, 41-80 hours=4-6, 80+ hours=6.
☐ Descriptions of each competency are specific to the position/club.

Overall Quality of Activity’s Positions.

☐ Each role is unique.
☐ Each role is clearly articulated in its Description.
☐ Each role fosters active engagement.