



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.
 - 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.