

Expectations for Excellence Review Process Guidelines

I. Expectations for Excellence Timeline

January

- Chapters should be working on and completing their presentations for their accreditation review
- Has new chapter leadership been elected? If so, the chapter should update contact information on the Campus Club Connection (CCC) and schedule a meeting with their Chapter Advocate and Alumni Advisor
- Annual Report Presentations begin

February

- Annual Report Presentations completed
- Standards Sub-Committees meets to begin accreditation decisions

March

- 1st: Chapter Accreditation decisions announced by the Fraternity/Sorority Standards Sub-Committee.
- 15th: Chapters with the provision of a Mandatory Feedback Meeting must schedule the meeting.

April

- 1st: Chapters with the provision of a Mandatory Re-submission must submit the new version of their Expectations for Excellence
- Midyear presentations and midyear reviews due for those groups given this kind of provisional accreditation
- Annual Fraternity/Sorority Achievement Reception

September

- Expectations for Excellence Fall Kick-Off - attended by Chapter leadership, Advocates and Alumni Advisors
- 15th: Mid-Year Reports due (for those chapters with this provision)
 - Appointments to make a Midyear Presentation present must be set by this date (for groups with this provision)
- 25-31st: Mid-Year Presentations (for those chapters with this provision)

October

- Open Forum sessions held by the EE graduate assistant to review Annual Report/Next year plan drafts
See Open Forum dates and times on-line at: <http://www.rochester.edu/college/ofsa/calendar/>
- EE Training Session - attended by Chapter leadership, Advocates and Alumni Advisors

November

- Open Forum sessions continue – See Open Forum dates and times on-line at:
<http://www.rochester.edu/college/ofsa/calendar/>
- EE Training Sessions - attended by Chapter leadership, Chapter Advocates and Alumni Advisors

December

- 1st: ****Annual Report/New Plan documents due****. Annual Report/Plan form can be found at:
<http://www.rochester.edu/college/ofsa/ee/>
- Standard Sub-Committee members and readers review Annual Report/New Plan documents

II. Annual Report

Each annual report will have two readers, and both will review the report based upon the evaluation criteria established (listed below) by the Subcommittee on Standards. Review sheets which list the criteria must be completed by both readers with both qualitative and quantitative information. Both readers will use these sheets with the presentation reviews and supplemental information in making a decision recommendation to the full subcommittee during its annual accreditation review meeting.

A. Fraternities and sororities must submit their annual report in the format provided. The deadline for submission of annual reports and next calendar year plans is December 1st.

- For each objective, organizations must compare the initial plan with the finished product, if any. For any plan not realized, the organization must provide an explanation as to why the plan was not accomplished.

- Any accomplishments or events realized throughout the year but not in the initial plan may be included for consideration.
- Any documents indicating success in any of the categories should be submitted along with the annual report (e.g., flyers, letters, copies of new policies or procedures).
- The organization must provide for each category and for their efforts in general a qualitative self evaluation of their performance.

B. Each fraternity and sorority in their annual report must list plans for the next calendar year. These plans should be clear, achievable, and measurable, and will be evaluated as a part of the overall annual report of the organization.

C. After the evaluation of the annual report for accreditation, the subcommittee will return the reports to the individual organizations for modification, if necessary.

- Those fraternities and sororities which have been informed that their plans are “not likely to lead to accreditation” will then have until March 31st to resubmit their modified plans for reconsideration.
NOTE: These plans will be considered a formative evaluation strategy; thus, the process of submission and resubmission of plans can continue throughout the year, with the greatest intensity and diligence occurring during the initial submission/resubmission period.
 - Any group may submit their plans for reconsideration throughout the year, whether or not they have been informed that they are “not likely to lead to accreditation.”

D. During the months of September to November, it is expected that fraternities and sororities maintain consistent and frequent contact with their advocates and alumni advisors in building their annual reports. Annual reports and the annual presentations are the primary mechanisms by which organizations receive or do not receive accreditation, and they should be taken seriously.

- Open Forum dates and times will be offered by the Expectations for Excellence Graduate Assistant to provide additional assistance with the completion of the Expectations for Excellence document.

E. All annual reports are *public documents* and will be available upon request from the Office of Fraternity and Sorority Affairs. Organizations will have the option of having their annual reports available to the public on-line through a link from the Office of Fraternity and Sorority Affairs website.

Evaluation Criteria

The Subcommittee on Standards will be using the following criteria to evaluate the annual reports. Keeping these criteria in mind should help while preparing your reports. Feedback from the Subcommittee on Standards is not limited to these criteria.

1. Clarity of report
2. Specificity of information
3. Organization’s response to its own shortfalls
4. Thorough comparison and contrast to plan submitted the previous year
5. Specific examples of connections to the College
6. Plans for improvement in the future
7. Demonstrate learning and organizational awareness
8. Congruence of annual report with plan, presentation, and supplemental information

- ✧ Unless otherwise instructed, the preferred method of submission of annual reports is as an **email attachment** using the template provided.
- ✧ Groups submitting hard copies should ensure that such copies are received by the **Office of Fraternity and Sorority Affairs by 4:00 p.m. on December 1st**. ****If December 1st falls on a weekend day in any particular year, the deadline will be the Monday immediately following the weekend****

III. Annual Report Presentations

Each group will provide a 10-15 minute professional presentation to at least three reviewers from the University community. Presentations will occur at the beginning of each spring semester. As much as possible within scheduling parameters, student representatives will serve on review panels. At least one of these reviewers must be a member of the Subcommittee on Standards. All reviewers will have received a copy of the group’s annual report prior to the presentation. Following the presentation, the panel of reviewers will ask questions of the

presenters for an additional 10-15 minutes. Review sheets which list the criteria established (listed below) by the Subcommittee on Standards must be completed by all reviewers.

A. The presentation should highlight areas of strength as well as areas for improvement, demonstrating not only pride but also self-awareness.

B. For groups utilizing Power Point and other audio-visual equipment, the presentation must be emailed to the Director of Fraternity and Sorority Affairs at least 24 hours prior to your presentation.

- The College will provide a laptop computer and projector for all presentations; any other audio-visual aids must be provided by the individual organization. The use of PowerPoint is strongly recommended.
- Visual aids and time for set-up for such aids will be available 5 minutes prior to the presentation time. Groups are urged to come early when using any technology for their presentation.
- ***The maximum time allotted for any group's presentation is fifteen minutes. When this time has expired, groups will be cut off, regardless of whether their presentation is complete.***

C. Planning and practice for the presentations is extremely important. The Subcommittee on Standards suggests individuals to practice the presentations in front of the chapter, Chapter Advocate, and Alumni Advisor at least twice before making the actual presentation.

D. Each group may have either *one or two members* make the presentation. Up to *four members* may attend for the purpose of answering questions.

E. Advocates and alumni advisors for fraternities and sororities are expected, if at all possible, to attend the presentation, and may be asked questions after the presentation. However, advocates and advisors cannot participate in the actual presentation itself. Chapters are strongly encouraged to extend special invitations to their Chapter Advocates and Alumni Advisors to attend the presentation.

F. It is not expected that the annual presentation will cover everything in the annual report; in fact, this would be impossible. However, the annual presentation should touch upon all five categories of excellence, and it should highlight examples that best show the nature and identity of the chapter. The panel will be interested to see the level of congruence among the initial plans, the annual report, the presentation, any supplemental information about the chapter, and future plans.

Evaluation Criteria

The panel will be using the following criteria to evaluate the annual presentations. Keeping these criteria in mind should help while preparing your presentations. Feedback from the panel and the Subcommittee on Standards is not limited to these criteria.

1. Specificity of information
2. Flow and organization of presentation
3. Preparedness of presenters
4. Congruence of presentation with annual report, future plan, and other information about the organization
5. Organization's response to its shortfalls
6. Plans for improvement/Plans for the future
7. Demonstrated learning and organizational self-awareness
8. Overall impression of presentation

IV. Supplemental Information

Information related to a group's functioning will be gathered throughout the year, and will be submitted to the Subcommittee on Standards for consideration in their accreditation decisions. This information may include, but is not limited to:

- Attendance records
- Budget records
- Disciplinary information
- Programming information
- Any other information relevant to a group's performance

Such information will be kept in the Office of Fraternity and Sorority Affairs and submitted to the readers for consideration. This information will be made available to group officers upon request.

V. Accreditation Review

- All members of the Subcommittee on Standards will receive a copy of each annual report for review prior to the accreditation review meeting
- Readers of an organization's annual report will receive a complete copy of the organization's file for the purpose of bringing a suggested accreditation decision to the accreditation review meeting. When reviewing the complete file for accreditation recommendations, readers should take the following into consideration, in order of priority:
 - Annual Report
 - Annual Presentation
 - Supplemental information
- The full Subcommittee on Standards will hear the recommendations of the readers and, by consensus or vote, will either accept or reject such recommendations. If the recommendation is rejected, discussion will ensue until a decision can be reached.

VI. Notification of Accreditation Decision

The Subcommittee on Standards will notify each organization of its accreditation decision by **March 1st**. Every effort will be made to provide as much feedback as possible, including suggestions for future plans.

A group's standing in terms of accreditation will be published on the Office of Fraternity and Sorority Affairs website. However, a group's public standing (i.e., that which is placed on the website and available to those outside of the individual group) is either "accredited" or "unaccredited."

Examples of Types of Accreditation

- Accredited with commendation – the organization continues to function with no restriction, and is eligible for recognition at the annual Fraternity and Sorority Awards Reception. Those who receive commendations because of "best practices" will receive a request to publicize information about these practices on the Office of Fraternity and Sorority website.
- Accredited with no provisions - To be accredited with no provisions means the organization has met and/or exceeded their plans in all areas.
- Accredited with a Mandatory Feedback Meeting - To be accredited with the provision of a mandatory feedback meeting means the organization has met and/or exceeded their plans in at least four of the five areas but the committee feels the chapter must schedule a time to receive the Annual Report review feedback in a structured meeting with an OFSA Staff member and/or a member of the Standards Sub-Committee
- Accredited with a Mandatory Feedback Meeting and Resubmission of the Annual Report - means the organization has met and/or exceeded their plans in at least four of the five areas. In this case, the committee feels the chapter must schedule a time to receive the Annual Report review feedback in a structured meeting with an OFSA Staff member and/or a member of the Standards Sub-Committee and re-submit their Annual Report prior to it being placed on the OFSA web site. This is needed in order for the report to more accurately reflect the organizational achievements for the year addressed in the presentation that were not included in the written report.
- Accredited with a Mandatory Feedback Meeting and Mid-Year Presentation- means the organization has met and/or exceeded their plans in at least three of the five areas. In this case the committee requires the chapter to schedule a time to receive the Annual Report review feedback in a structured meeting with an OFSA Staff member and/or a member of the Standards Sub-Committee and make a 15 minute presentation on their plan.

- Accredited with a Mandatory Feedback Meeting and Mid-Year Review - means the organization has met and/or exceeded their plans in at least three of the five areas. In this case the committee feels the chapter must schedule a time to receive the Annual Report review feedback in a structured meeting with an OFSA Staff member and/or a member of the OFSA Standards Sub-Committee and participate in a mid-year review before the Standards Sub-Committee.
- Unaccredited - As an unaccredited organization, the chapter did not meet their EE plan and had difficulty in providing an accurate representation of the organization. In this case, the committee feels the chapter must schedule a time after the start of the Spring semester to meet with the Director of Fraternity and Sorority Affairs where details of the provisions will be shared.

VII. Appeals

A group wishing to appeal an accreditation decision must do so in writing within 30 days to the Chairperson of the Management Committee. The Management Committee will review the appeal and any associated documentation and render a final decision. The Management Committee may, in its sole discretion, require representatives from the fraternity or sorority to appear for questioning; it may also require such from representatives of the Subcommittee on Standards.