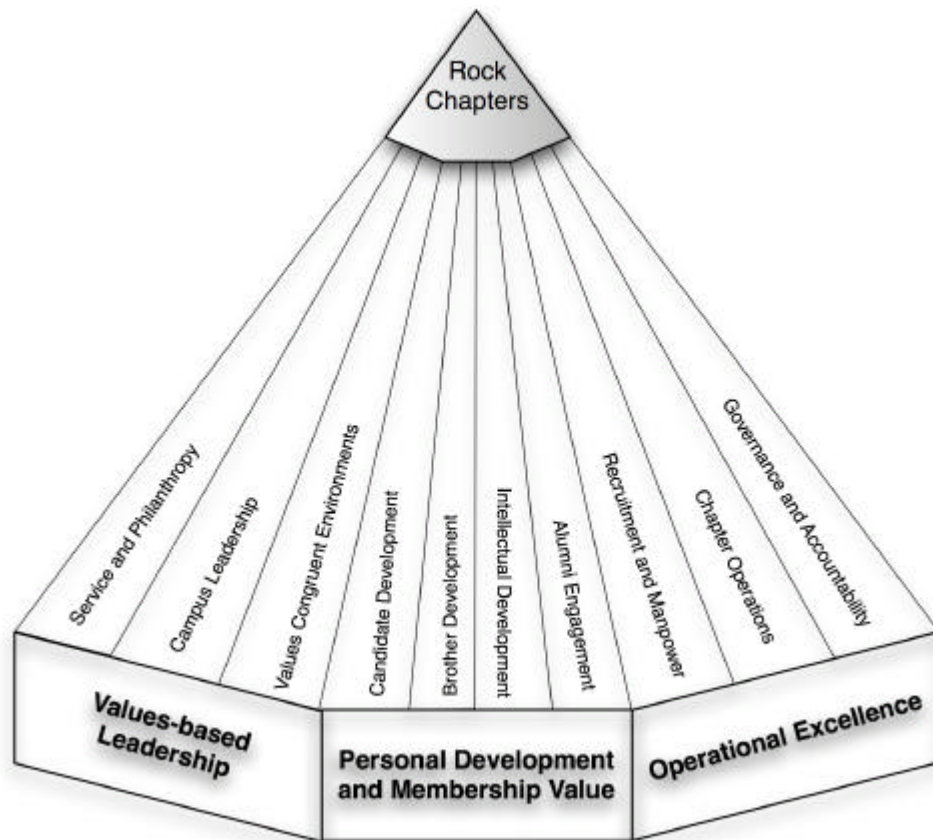




# Sigma Nu

EXCELLING WITH HONOR

## PURSUIT OF EXCELLENCE PROGRAM SELF-ASSESSMENT GUIDE



### OUR MISSION

To develop ethical leaders inspired by the principles of Love, Honor, and Truth.  
To foster the personal growth of each man's mind, heart, and character.  
To perpetuate lifelong friendships and commitment to the Fraternity.

### OUR VISION

Excelling with Honor

# SELF-ASSESSMENT GUIDE

## AN EXPLANATION OF THE SELF-ASSESSMENT GUIDE

The Self-Assessment Guide is the Fraternity's official instruction manual for chapters to use in creating their annual submission for the Pursuit of Excellence Program. The Self-Assessment Guide is designed in a step-by-step manner to walk each chapter through the annual self (internal) assessment process, gathering of supplemental documentation and completing its official submission.

This guide contains three (3) parts, each of which should be utilized by the chapter in conducting their annual self-assessment and preparing documentation for the Fraternity's Pursuit of Excellence Program.

1. An overview of the Pursuit of Excellence Program – to be used as a supplement in reviewing the program and criteria for excellence with the chapter membership.
2. Chapter Self-Assessment Session – an All Chapter LEAD-style workshop session to be facilitated with the chapter. This session is designed to involve the entire chapter membership in the annual assessment process. During this session, the chapter will review the Pursuit of Excellence Program and its standards and criteria for excellence through directed questioning and discussion. At the end of the session, chapter members will have created the raw data to be included in the chapter's formal submission. Additionally, supporting documentation will also be identified and appropriate officers, chairmen or chapter members will be tasked with creating, acquiring and providing this documentation for inclusion in the chapter's final submission as attachments to the Chapter Self-Assessment Booklet.
3. Chapter Self-Assessment Booklet Instructions – an instructional guide for the official form the chapter will use to create their annual self-assessment.

The Chapter Self-Assessment Booklet is available in the Pursuit of Excellence Program resources section of the Fraternity's web site:

[http://www.sigmanu.org/programs/pep/chapter\\_self\\_assessment.php](http://www.sigmanu.org/programs/pep/chapter_self_assessment.php)

This editable form should be completed by the chapter as a whole, or the chapter's Pursuit of Excellence committee, based on the raw data and supporting documentation provided by the membership as part of the Chapter Self-Assessment Session.

Once the chapter has completed the Self-Assessment Session and Booklet, it should submit its Chapter Self-Assessment Booklet, as well as supporting documentation, to the General Fraternity. Completed booklets may be submitted via e-mail, [pep@sigmanu.org](mailto:pep@sigmanu.org) (PREFERRED METHOD), or in hardcopy to the General Fraternity at the following address:

Sigma Nu Fraternity, Inc.  
ATTN: Pursuit of Excellence Program  
P.O. Box 1869  
Lexington, VA 24450

All submissions are due **no later than April 30**.

# SELF-ASSESSMENT GUIDE

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### PROGRAM TIMELINES

- **AUGUST/SEPTEMBER**
  - Chapter receives feedback from previous year and conducts self-assessment via the Strategy Session (All Chapter LEAD Module B, Session 8) to create goals and action plans for the upcoming year and communicates goals and action plans to Leadership Consultant and Advisors
- **THROUGHOUT THE FALL AND SPRING SEMESTERS**
  - Chapter follows action plans, assesses progress towards goals and revises those plans and goals as appropriate
  - Chapter leadership meets with Chapter Advisor/Alumni Advisory Board and Campus Fraternity/Sorority Advisor to discuss progress toward goals
  - Chapter collects and creates supporting documentation in preparation of their annual submission
- **MARCH**
  - Chapter leadership meets with Advisors to review the previous year and progress made relative to the program criteria
- **END OF MARCH/BEGINNING OF APRIL**
  - Chapter reviews the previous year and conducts the Chapter Self-Assessment Session (All Chapter LEAD Module B, Session 9 *session guidance notes also included in this packet*)
  - Chapter assigns individuals to acquire and/or create supporting documentation for annual submission
- **APRIL**
  - Chapter’s Pursuit of Excellence Committee completes the Chapter Self-Assessment Booklet using information created by the chapter during the Self-Assessment Session
- **BY APRIL 30**
  - Chapter’s Pursuit of Excellence Committee e-mails the completed Chapter Self-Assessment Booklet and any supporting documentation to [pep@sigmanu.org](mailto:pep@sigmanu.org)
  - Chapter Advisor/Alumni Advisory Board and Campus Fraternity/Sorority Advisor are each requested to submit an evaluation report of the chapter to the General Fraternity based on the Pursuit of Excellence Standards
- **OVER THE SUMMER**
  - General Fraternity returns completed Chapter Self-Assessment Booklets to chapters with ratings and feedback
  - Chapters are recognized for their achievement in the Pursuit of Excellence

## **PROGRAM OVERVIEW**

### **OVERVIEW OF THE PURSUIT OF EXCELLENCE PROGRAM**

Part of the Strategic Plan adopted by the Fraternity's High Council in November of 2000, was to develop a set of "minimum standards" for chapter performance. The High Council appointed an Ad Hoc Committee to recommend minimum standards for adoption by the 60<sup>th</sup> Grand Chapter. In 2006, a committee was appointed to review the Pursuit of Excellence Program. This committee put forth changes to the program based on the following assumptions:

1. The Pursuit of Excellence Program should set a standard that drives our collegiate chapters and the entire organization toward the realization of the Fraternity's vision "Excelling with Honor."
2. Standards should be set to assess our chapters in their alignment with the mission of the Fraternity.
3. It is vital that the program includes a viable feedback mechanism whereby chapters can utilize information from the assessment to drive the organization forward toward excellence.
4. The Pursuit of Excellence Program should align with the Rock Chapter criteria and work in support of the Fraternity's strategic initiatives under the Strategic Plan.

### **CATEGORIES FOR EVALUATION**

Three categories of chapter operations were agreed upon for measurement:

1. **VALUES-BASED LEADERSHIP**
  - SERVICE AND PHILANTHROPY
  - CAMPUS LEADERSHIP
  - VALUES CONGRUENT ENVIRONMENTS
2. **PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE**
  - INTELLECTUAL DEVELOPMENT
  - CANDIDATE DEVELOPMENT
  - BROTHER DEVELOPMENT
  - ALUMNI DEVELOPMENT
3. **OPERATIONAL EXCELLENCE**
  - RECRUITMENT AND MANPOWER
  - CHAPTER OPERATIONS
  - GOVERNANCE AND ACCOUNTABILITY

### **EVALUATION PROCESS**

Each subcategory will be evaluated on a seven point scale from poor to excellence. A rationale for the rating will be communicated to the chapter along with recommendations for improvement. Chapters receiving an overall level of excellence for one of the three standard areas will be recognized for the Pursuit of Excellence in that standard. Chapters which maintain an overall level of excellence for a period of three years or more will be recognized as Rock Chapters.

### **FEEDBACK AND COACHING**

In addition to the self-assessment and documentation submitted by the chapter, the General Fraternity will solicit input from an assessment team of individuals who have interaction with the chapter. The assessment team includes:

- Chapter's Leadership Consultant
- Division Commander
- Chapter Advisor/Alumni Advisory Board
- Campus Fraternity/Sorority Advisor

## SELF-ASSESSMENT GUIDE

While chapters are working on their own self-assessment, these advisors will be solicited by the General Fraternity for feedback on the chapter's performance over the past year in relation to the standards for assessment. The assessment team will be asked to rate the chapter on a scale from "poor" to "excellence" in each subcategory. As a part of that rating, they will be asked to provide a rationale for the rating as well as suggestions for improvement in each area. Ratings and additional information provided by the assessment team are designed to provide a greater depth of understanding regarding the chapter's current state and to provide perspective on a chapter's own self-assessment. *Chapters will not be negatively impacted by non-submission by any assessment team members.*

### EVALUATING CHAPTER PERFORMANCE

At the end of each year, the General Fraternity staff will review each chapter's completed Self-Assessment Booklet and supporting documentation, as well as assessment team feedback, to determine overall performance in each subcategory. To determine ratings across each subcategory, the General Fraternity staff will use the evaluation guidelines, which define criteria for each achievement level in a subcategory from "poor" to "excellence." In addition, chapters will receive feedback from the staff and assessment team in regards to their improvement in each subcategory.

Chapters will receive an achievement level in each of the ten subcategories. Each year, those chapters who have reached an achievement level of "excellence" in at least three subcategories of a standard will receive recognition for the Pursuit of Excellence in that standard (e.g. a chapter rated at the "excellence" level in all three subcategories of Values-Based Leadership would receive the Pursuit of Excellence in Values-Based Leadership award). Chapters who achieve an overall level of "excellence" for two to three years will be considered for Rock Chapter recognition in Grand Chapter years.

### ACCOUNTABILITY

All chapters of the Fraternity will be required to submit documentation for the Pursuit of Excellence Program each year. Failure to do so will result in a suspension of the chapter. This suspension would prohibit the chapter from hosting, co-hosting, sponsoring, or participating in any events with alcohol. If after a period of six months the chapter has still not submitted documentation, *all activities of the chapter will be suspended.*

In addition, chapters receiving an achievement level below "acceptable" in a subcategory must submit a plan of action for improvement in that area to the General Fraternity.

Chapters receiving an achievement level below "acceptable" in five or more subcategories will not be considered to be in "good standing" with the General Fraternity. Chapters not in "good standing" will be required to submit an overall plan of improvement to the General Fraternity. This plan of improvement should be shared with the Chapter Advisor, Alumni Advisory Board and Campus Fraternity/Sorority Advisor. This plan of improvement will be reviewed in six months and one year, and if there is not sufficient improvement of the chapter, as determined by the Office of the Executive Director, then the chapter will be recommended to the High Council to determine if further action is warranted.

Appeals will be considered by the Office of the Executive Director for special circumstances on a case-by-case basis. If the appeal is not granted, then the chapter may appeal to the High Council.

# PURSUIT OF EXCELLENCE PROGRAM – SELF-ASSESSMENT SESSION

## FACILITATOR GUIDANCE NOTES

### 1. OBJECTIVES:

- To engage chapter members in the assessment process
- To create a solution-oriented environment that can move the chapter forward
- To allow chapter members to have a voice in articulating the chapter’s performance over the past academic year
- To develop information and raw data to meet expectations listed in the Pursuit of Excellence Program criteria

**FACILITATORS:** This session should utilize a guest facilitator, ideally someone involved with, but not a member of, the chapter. The Greek Advisor, Chapter Advisor, or members of the Alumni Advisory Board are recommended. The facilitator should act in tandem with the Commander/Lt. Commander and Executive Board in conducting this session.

**All chapter members and candidates should participate in this session. Alumni Advisory Board members could participate as well and should mix into groups with the respective officers they advise during the discussion portions of the session.**

### SESSION MATERIALS:

- Flipchart
- Markers
- Pens
- Paper
- Copy of the Pursuit of Excellence Program Summary, Overview and FAQ and Evaluation Guidelines documents (for reference in explaining the program)
- Copies of the Pursuit of Excellence Program Standards and Criteria for Excellence
- Copies of the Discussion Questions (2 per subcategory)

### 2. OUTLINE:

| COMPONENTS  | TIME FRAME | LEADERSHIP ROLES              | RESOURCES   |
|---|------------|-------------------------------|---|
| Open Session                                      |            | Commander                     |   |
| 9.1 Introduction                                  | 5 min.     | Session Facilitator           |   |
| 9.2 Overview of the Pursuit of Excellence Program | 10 min.    | Commander/<br>Executive Board | Program Summary, Overview and FAQ, Evaluation Guidelines    |
| 9.3 Overview of the Self-Assessment Process       | 10 min.    | Session Facilitator           | Self-Assessment Guide                                       |
| 9.4 Group Discussions                             | 35 min.    | Session Facilitator           | Discussion Questions, Standards and Criteria for Excellence |
| 9.5 Creating Consensus                            | 30 min.    | Session Facilitator           |   |
| 9.6 Supporting Documentation                      | 5 min.     | Session Facilitator           | Documentation Checklist                                     |
| 9.7 Wrap Up/Closing                               | 5 min.     | Commander                     |   |

# PURSUIT OF EXCELLENCE PROGRAM – SELF-ASSESSMENT SESSION FACILITATOR GUIDANCE NOTES

## OBJECTIVES:

- To engage chapter members in the assessment process
- To create a solution-oriented environment that can move the chapter forward
- To allow chapter members to have a voice in articulating the chapter's performance over the past academic year
- To develop information and raw data to meet expectations listed in the Pursuit of Excellence Program criteria

## 9.1 Introduction 5/5

Welcome the participants and introduce yourself.

*Sigma Nu is about Excelling with Honor and that's why we are here today. We will be focusing on our performance as a chapter over the past year. In doing so, we will attempt to articulate how our operations and actions as a chapter align with the Pursuit of Excellence Program standards and criteria for excellence.*

*By now you should all be aware of the structure in place to help chapters in planning for their future and capitalizing on the Fraternity's vision of Excelling with Honor. This structure is called the Pursuit of Excellence Program and was adopted by the Grand Chapter as a way for chapters to articulate how their actions align with the values and purpose of the Fraternity.*

## 9.2 Overview of the Pursuit of Excellence Program 10/15

*To be sure that we are all on the same page, let's take a moment to review the Pursuit of Excellence Program.*

Review the program's structure with the chapter, making specific reference back to the Strategy Session conducted by the chapter earlier in the year, as well as the goals and plans made as part of that session to reach the criteria for excellence in each standard area.

Also review the evaluation process, role of the assessment team and accountability and recognition mechanisms of the Pursuit of Excellence Program. A brief overview of the program can be found earlier in this guide. Additional resources to reference or provide as handouts in this review could include:

- The Pursuit of Excellence Program Summary
- Overview and FAQ
- Evaluation Guidelines

Each of these documents can be found on the Fraternity's web site in the Resources section of the Pursuit of Excellence Program page (Programs and Services>Pursuit of Excellence Program>Resources), <http://www.sigmanu.org/programs/pep/resources.php>.

Answer any questions the participants may have regarding the structure of the program or how the assessment process works.

## CHAPTER SELF-ASSESSMENT SESSION

### 9.3 Overview of the Self-Assessment Process 10/15

*Throughout the year, we have lived out the values of the organization through our membership in Sigma Nu, as well as in our operations as a chapter. Now, as the academic year nears its end, it is appropriate to look back at how far we have come in our improvement as individuals and as a group and to assess the progress that has been made. In doing so, we will use the Pursuit of Excellence criteria for excellence as a guide for our conversations.*

*Part of the Pursuit of Excellence Program is the annual submission of our own Chapter Self-Assessment. This formal submission is designed to showcase our chapter and demonstrate our ability to live up to the criteria for excellence over the past year. This submission, along with additional feedback from an assessment team of our closest advisory constituents – Alumni Advisory Board, Chapter Advisor, Fraternity/Sorority Advisor, Division Commander and Leadership Consultant – will be used to paint a picture of our chapter’s accomplishments and efforts relative to our local institution, as well as Sigma Nu chapters nationwide.*

*Our discussions today are designed to involve all members in that submission process. This should be a time of reflection and honest discussion of the current reality of the chapter. It is important that everyone participate and share his ideas on how the chapter is driving towards excellence. In a minute, we will break into small discussion groups to cover the ten subcategory areas. Each group will be tasked with answering the discussion questions provided and reporting back to the large group.*

*Ultimately, what we create today, coupled with some additional, supporting documentation, will make up the data and information to be included in our formal submission. That submission will be compiled following this session using the raw data the chapter creates.*

*As you can see, this is a very important step in our advancement as a chapter and in the Pursuit of Excellence submission process.*

Address any questions the participants may have at this point about what is about to happen and why it is important.

### 9.4 Group Discussions 35/50

Break the chapter into evenly sized groups, based on the subcategories. It is suggested that chapter members be evenly distributed by year in school and that at least one officer be in each group.

Ideally, the groups would be inclusive of those officers and their committees that most closely align with the standard’s operational areas. After that, any remaining members and candidates should be distributed evenly amongst the groups. For example, the groups could be comprised of the following officers and then filled with their respective committees and additional members as necessary:

- Service and Philanthropy – Community Service and Philanthropy Chairman
- Campus Leadership – Lt. Commander, IFC Representative
- Values Congruent Environments – Social Chairman, House Manager
- Intellectual Development – Scholarship Chairman
- Candidate Development - Marshal
- Brother Development – LEAD Chairman
- Alumni Development – Alumni Relations Chairman
- Recruitment and Manpower – Recruitment Chairman

## CHAPTER SELF-ASSESSMENT SESSION

- Chapter Operations – Treasurer, Chaplain
- Governance and Accountability – Commander, Risk Reduction Officer

Depending on the number of participants, it may be necessary to conduct multiple rounds of discussion (e.g. break into five groups and discuss the first five subcategories, then form new groups and discuss the next five).

Once groups have been established, provide each group with a copy of the discussion questions for their subcategory. Ask the groups to take notes on their discussion as they will be asked to present to the large group and also to provide a record of their answers at the end of the session for use in the chapter's final submission. Flipchart paper and markers should be made available for this purpose.

*Each group will now have 30 minutes to discuss. It is imperative that you address each question and be prepared to share your responses with the larger group at the end of that time.*

Alert the groups when 15 and 5 minutes remain.

### 9.5 Creating Consensus 30/80

After time has elapsed, bring the groups together to present their responses.

*Now that each group has had an opportunity to address the chapter's performance and accomplishments in areas relevant to each subcategory of the program, let's take some time to review. In a minute, we'll ask each group to present a recap of their discussions. As they do, please take note of any questions, additions, changes or items that you would like to discuss further. This is your opportunity to influence not only what our final submission will include, but to address any issues with which you disagree or are unclear. It is important that everyone understand and respect the chapter's responses to the discussion questions. These are not only a reflection of the work of individual officers or members of the chapter, but how the chapter views itself and chooses to present its actions of the past year and its plans for the future.*

Have each group provide a quick review of their responses and allow an opportunity for discussion, additions, changes or questions from the large group. Ensure that each group designates a recorder to note any additions or changes made by the chapter.

### 9.6 Supporting Documentation 5/85

*Now that we have taken some time to reflect on our performance over the past year, there are only two more steps in completing our formal submission for the Pursuit of Excellence Program. The first, which we will do now, is to create and/or collect any supporting documentation that we would like to include with our final submission.*

*At the bottom of each group's discussion questions was a listing of optional supporting documentation that the chapter can include with their final submission. As part of their group discussions, each group was asked to identify which documentation already existed and could be acquired, as well as who they thought would be an ideal person to collect that information.*

*Let's review which documents will be created or acquired for each subcategory and who will be responsible for collecting that information.*

Review the list and have each group indicate who they have selected. If groups selected individuals or officers that were not in their small discussion group, come to agreement with the individuals

## CHAPTER SELF-ASSESSMENT SESSION

they nominated. Ensure that all understand who is responsible for providing any pieces of supporting documentation. Next, set a date by which all supporting documentation should be collected and turned in.

*The last step in the process is completing the Chapter Self-Assessment Booklet and turning our submission in to the General Fraternity. All submissions, including completed booklets and supporting documentation, are due by April 30. It is suggested that the chapter appoint a committee to use the information created and shared here today, along with the supporting documentation, to complete the chapter's official submission.*

Identify the committee or group of individuals in the chapter who will be completing this task. Remind those who are collecting supporting documentation to get that information to these individuals by the date agreed to previously.

All Pursuit of Excellence submissions are due **no later than April 30**. Completed Chapter Self-Assessment Booklets and supporting documentation can be submitted via e-mail at [pep@sigmanu.org](mailto:pep@sigmanu.org) or in hardcopy at the following address:

Sigma Nu Fraternity, Inc.  
ATTN: Pursuit of Excellence Program  
P.O. Box 1869  
Lexington, VA 24450

### 9.7 Wrap Up/Closing 5/90

*Thanks again for all of your ideas, feedback and commitment to the chapter. We need all of you for the Fraternity to continue to move forward. I appreciate you being here today!*

Collect the recorded responses from each group and the list of consensus ideas. This information will need to be shared with the committee or individuals responsible for completing the chapter's final submission after the session to assist them in their planning for the future.

Close with the Creed.

## **DISCUSSION QUESTIONS**

### **VALUES-BASED LEADERSHIP: SERVICE AND PHILANTHROPY**

#### **CHAPTER DISCUSSION QUESTIONS**

The following questions should be utilized in chapter and small-group discussions on the subcategory of the Pursuit of Excellence Program listed below.

Use the Standards and Criteria for Excellence as a reference in answering each of the questions that follow.

Please read and discuss each of the questions as a group. Record your responses and be prepared to discuss them with the chapter.

#### **VALUES-BASED LEADERSHIP** **SERVICE AND PHILANTHROPY**

1. Which organizations on your campus did the chapter work with this year on service-oriented projects? Indicate events held or participated in and the months in which those events took place.
2. Which organizations in your local community did the chapter work with this year on service-oriented projects? Indicate events held or participated in and months in which those events took place.
3. In what service-oriented projects was the chapter most heavily involved? Describe each event.
4. How did the chapter incorporate periodic reflection after service and philanthropic activities to help members process the experience?
5. How did the chapter collaborate with other student organizations on campus (Greek or other) on any projects? Indicate which groups were worked with on each project.
6. Explain how the chapter was involved in the Helping Hand Initiative.
7. How does the chapter advocate the causes of the service and philanthropic group(s) it helps? Explain any educational or awareness promotion efforts.
8. What does the chapter do to instill the values of lifelong service in its members?
9. How are Love, Honor and Truth exemplified in the service work the chapter participates in?

**Supporting Documents for Service and Philanthropy** – *Indicate any supporting documents to create/acquire and the chapter officer or member assigned to do so.*

- Contact information for partner non-profits (if additional space is needed)
- Record of chapter functions that are service oriented (if additional space is needed)
- Record of chapter activities to collaborate with other organizations to increase service related activities (if additional space is needed)
- Record of community service hours per member, along with a description of the service project(s)

## **DISCUSSION QUESTIONS**

### **VALUES-BASED LEADERSHIP: CAMPUS LEADERSHIP**

#### **CHAPTER DISCUSSION QUESTIONS**

The following questions should be utilized in chapter and small-group discussions on the subcategory of the Pursuit of Excellence Program listed below.

Use the Standards and Criteria for Excellence as a reference in answering each of the questions that follow.

Please read and discuss each of the questions as a group. Record your responses and be prepared to discuss them with the chapter.

#### **VALUES-BASED LEADERSHIP** **CAMPUS LEADERSHIP**

1. What role(s) do members of the chapter serve in other campus organizations? Include the percentage of members involved in other campus organizations in your answer.
2. How do individual members of the chapter serve as leaders within the campus community? Include the percentage of chapter members which hold leadership positions in other student organizations or campus programs in your answer. Also, list those members and organizations/programs.
3. How does the chapter encourage members to attend both Greek and non-Greek leadership training seminars? Note specific events attended and number of chapter members in attendance.
4. Has the chapter failed to meet any IFC or college/university expectations in the past year? If yes, please explain.
5. Explain your relationship with the campus fraternity/sorority advisor and other campus faculty, staff and administration.
6. List and explain any campus-wide programs or events the chapter has hosted in the past year.
7. List any awards or recognition the chapter has received for their involvement in other organizations in the past year.
8. List any awards or recognition the chapter has received through campus or interfraternal awards programs in the past year.
9. How does the chapter encourage individual members to become involved on campus?
10. How has the chapter been a leading voice on issues facing the fraternity/sorority community?

**Supporting Documents for Campus Leadership** – *Indicate any supporting documents to create/acquire and the chapter officer or member assigned to do so.*

- Letter(s) from sponsor or attendance certificate for campus-wide leadership development program verifying participation.



## DISCUSSION QUESTIONS

### PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE: INTELLECTUAL DEVELOPMENT

#### CHAPTER DISCUSSION QUESTIONS

The following questions should be utilized in chapter and small-group discussions on the subcategory of the Pursuit of Excellence Program listed below.

Use the Standards and Criteria for Excellence as a reference in answering each of the questions that follow.

Please read and discuss each of the questions as a group. Record your responses and be prepared to discuss them with the chapter.

#### **PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE** **INTELLECTUAL DEVELOPMENT**

1. How does the chapter promote academic achievement amongst its members?
2. Explain the chapter's use of college/university resources to provide academic support for members and candidates.
3. List any honors programs or academic groups chapter members have been admitted to and actively participate in. Indicate number of members in each.
4. What does the chapter do to encourage members to participate in honors programs, academic groups and intellectually stimulating activities (e.g. lectures, study abroad, campus programs, faculty presentations and undergraduate research)?
5. What are the key components of the chapter's written academic plan? Explain GPA standards (for bid extension, initiation, members in good standing and eligibility to hold office), incentives, assistance programs/resources utilized and any awards system currently being utilized by the chapter.

**Supporting Documents for Intellectual Development** – *Indicate any supporting documents to create/acquire and the chapter officer or member assigned to do so.*

- Written scholarship/academic plan
- Copy of College/University grade reports for fraternities and sororities from previous fall and spring terms
- Report from Faculty Advisor on their role with the Fraternity

## DISCUSSION QUESTIONS

### PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE: CANDIDATE DEVELOPMENT

#### CHAPTER DISCUSSION QUESTIONS

The following questions should be utilized in chapter and small-group discussions on the subcategory of the Pursuit of Excellence Program listed below.

Use the Standards and Criteria for Excellence as a reference in answering each of the questions that follow.

Please read and discuss each of the questions as a group. Record your responses and be prepared to discuss them with the chapter.

#### **PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE** **CANDIDATE DEVELOPMENT**

1. Describe the chapter's candidate education program.
2. How are LEAD Phase I sessions utilized by the chapter in the candidate education program? Indicate number of sessions completed and number of sessions utilizing a guest facilitator.
3. What are the expectations and defined outcomes for Candidates of the chapter?
4. How does the chapter reinforce the messages communicated through recruitment? Indicate how members serve as role models of the mission and values of Sigma Nu.
5. How are Candidates exposed to community service activities during their candidate period? Indicate the methods utilized for follow-up and reflection on the importance of these activities to the candidate education program and membership in Sigma Nu.
6. What requirements are placed upon Candidates during their candidate period and how does the chapter assist candidates in completing these requirements?
7. How does the chapter utilize the IFC and college/university to assist in candidate development?
8. Provide the number of Candidates inducted and initiated in the previous fall and spring terms.
9. How does the chapter articulate Sigma Nu's anti-hazing heritage and stance to all members and Candidates?

**Supporting Documents for Candidate Development** – *Indicate any supporting documents to create/acquire and the chapter officer or member assigned to do so.*

- Copy of candidate education calendar, including LEAD calendar for previous two academic terms
- Copy of candidate retreat agenda and overview

## **DISCUSSION QUESTIONS**

### **PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE: BROTHER DEVELOPMENT**

#### **CHAPTER DISCUSSION QUESTIONS**

The following questions should be utilized in chapter and small-group discussions on the subcategory of the Pursuit of Excellence Program listed below.

Use the Standards and Criteria for Excellence as a reference in answering each of the questions that follow.

Please read and discuss each of the questions as a group. Record your responses and be prepared to discuss them with the chapter.

#### **PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE** **BROTHER DEVELOPMENT**

1. What phases of the LEAD Program did the chapter utilize this year? In listing each phase, indicate number of sessions completed and number of guest facilitators utilized.
2. How was the LEAD Program utilized by the chapter to impact the development of individual members and other areas of chapter operations?
3. List the regional and national Sigma Nu events attended by the chapter in the past year. Indicate the individuals, year in school and position held when appropriate for each event.
4. What leadership development programs (i.e. Leadershape, IMPACT, UIFI or similar) did members of the chapter attend in the last year? Indicate the individuals, year in school and position held when appropriate for each program.
5. Explain the role and membership of the chapter's LEAD Committee.
6. Does the chapter hold an annual brotherhood retreat? If so, provide a description of the event with objectives and outcomes.
7. How does the chapter promote smooth, timely and effective officer transitions?

**Supporting Documents for Brother Development** – *Indicate any supporting documents to create/acquire and the chapter officer or member assigned to do so.*

- Copy of written membership development plan for previous year, including LEAD calendar
- Copy of schedule and materials for brotherhood retreat
- Copy of chapter retreat agenda and overview



## **DISCUSSION QUESTIONS**

### **OPERATIONAL EXCELLENCE: RECRUITMENT AND MANPOWER**

#### **CHAPTER DISCUSSION QUESTIONS**

The following questions should be utilized in chapter and small-group discussions on the subcategory of the Pursuit of Excellence Program listed below.

Use the Standards and Criteria for Excellence as a reference in answering each of the questions that follow.

Please read and discuss each of the questions as a group. Record your responses and be prepared to discuss them with the chapter.

#### **OPERATIONAL EXCELLENCE**

#### **RECRUITMENT AND MANPOWER**

1. Explain the chapter's recruitment plan and how it is executed.
  
  
  
  
  
  
  
  
  
  
2. How does the chapter emphasize the values and purpose of the Fraternity in their recruitment and public relations efforts?
  
  
  
  
  
  
  
  
  
  
3. Has the chapter grown in the past semester or year? How does this growth, and the chapter's current size, compare to the median manpower size of other IFC groups on campus?
  
  
  
  
  
  
  
  
  
  
4. What types of members does the chapter try to recruit? Indicate any methods used to target these individuals.
  
  
  
  
  
  
  
  
  
  
5. How does the chapter emphasize the importance of Values-Based Recruitment?

**Supporting Documents for Recruitment and Manpower** – *Indicate any supporting documents to create/acquire and the chapter officer or member assigned to do so.*

- Copy of written Year-Round Recruitment Plan (YRP)
- Copy of college/university manpower and recruitment reports

## **DISCUSSION QUESTIONS**

### **OPERATIONAL EXCELLENCE: CHAPTER OPERATIONS**

#### **CHAPTER DISCUSSION QUESTIONS**

The following questions should be utilized in chapter and small-group discussions on the subcategory of the Pursuit of Excellence Program listed below.

Use the Standards and Criteria for Excellence as a reference in answering each of the questions that follow.

Please read and discuss each of the questions as a group. Record your responses and be prepared to discuss them with the chapter.

#### **OPERATIONAL EXCELLENCE**

##### **CHAPTER OPERATIONS**

- 1.** Outline the chapter's annual budget and the process used to prepare and pass the budget for each academic year. Note any total semester and annual deficits or surpluses.
- 2.** What is the chapter's current financial standing with the General Fraternity (current, 30- 60- >90-days past due, on a payment plan, other)? College/University? Other creditors?
- 3.** How does the chapter maintain financial records?
- 4.** Explain the dues collection process utilized by the chapter.
- 5.** What safeguards has the chapter implemented to protect against fraud, embezzlement or misappropriation of chapter funds?
- 6.** How does the chapter involve members in day-to-day operations? What committees are currently utilized and how often does each meet? Are all members involved in at least one committee?
- 7.** Does the chapter operate based on a written strategic plan for annual operations? If so, outline this plan and explain how the chapter regularly updates and reviews this plan.
- 8.** How does the chapter utilize *The Ritual*? How are members encouraged to gain a deeper understanding of its contents and meanings and apply those in their daily lives?

**Supporting Documents for Chapter Operations** – *Indicate any supporting documents to create/acquire and the chapter officer or member assigned to do so.*

- Copy of end of year financial statements
- Copy of chapter budget and budget planning process
- Copy of committee structure and meeting schedule from previous year
- Copy of chapter plan and goals from the previous year with an evaluation of progress made toward each goal



## SELF-ASSESSMENT BOOKLET INSTRUCTIONS

### CHAPTER SELF-ASSESSMENT BOOKLET INSTRUCTIONS

This booklet should be completed by the chapter's Pursuit of Excellence committee, or other committee appointed by the chapter. It is suggested that the Lt. Commander serve on this committee, preferably as the chair. The committee should complete this booklet using the information and raw data created as a result of the Chapter Self-Assessment Session. Additional supporting documentation created throughout the year or acquired at the end of the year should take the form indicated. When no instructions are provided as to formatting, chapters should utilize a format consistent with the content requested as well as one that would best articulate the chapter's achievement of the standard.

Each chapter's submission should include the completed Chapter Self-Assessment Booklet and any supporting documentation. Submissions may be made either by e-mail to [pep@sigmanu.org](mailto:pep@sigmanu.org) (PREFERRED METHOD) or in hardcopy to the General Fraternity at the following address:

Sigma Nu Fraternity, Inc.  
ATTN: Pursuit of Excellence Program  
P.O. Box 1869  
Lexington, VA 24450

The Chapter Self-Assessment Booklet is available in the Pursuit of Excellence Program assessment resources section of the Fraternity's web site:

[http://www.sigmanu.org/programs/pep/chapter\\_self\\_assessment.php](http://www.sigmanu.org/programs/pep/chapter_self_assessment.php)

All Pursuit of Excellence submissions are due **no later than April 30**.

#### STEP-BY-STEP INSTRUCTIONS

1. Determine the committee or individuals tasked with completing and submitting the Chapter Self-Assessment Booklet.
2. Convene the chapter and complete the Self-Assessment Session – session guidance notes provided earlier in this guide.
3. Task individuals with creating and/or acquiring any needed supporting documentation. Set a date for all supporting documentation to be turned in to the committee or individuals completing the self-assessment booklet.
4. Collect supporting documentation, preferably in a digital format.
5. Committee completes the booklet using the information and raw data created by the chapter in the self-assessment session.
  - Booklet available in editable PDF <http://www.sigmanu.org/programs/pep/resources.php>
  - Fill in all editable fields, including chapter designation on front cover.
  - Check boxes in each section for any supporting documentation that the chapter intends to provide.
  - Save completed booklet for chapter records and reference.
6. E-mail completed booklet and supporting documentation files to [pep@sigmanu.org](mailto:pep@sigmanu.org) no later than April 30.

## SELF-ASSESSMENT BOOKLET INSTRUCTIONS

### SUPPORTING DOCUMENTATION CHECKLIST

*For easy reference, a full listing of documentation suggested to be included as a supplement to the chapter's formal submission is below.*

#### VALUES-BASED LEADERSHIP

##### SERVICE AND PHILANTHROPY

- Contact information for partner non-profits (if additional space is needed)
- Record of chapter functions that are service oriented (if additional space is needed)
- Record of chapter activities to collaborate with other organizations to increase service related activities (if additional space is needed)
- Record of community service hours per member, along with a description of the service project(s)

##### CAMPUS LEADERSHIP

- Letter from sponsor or attendance certificate for campus-wide leadership development program verifying participation

##### VALUES CONGRUENT ENVIRONMENTS

- Copy of chapter social calendar
- Copy of chapter crisis management plan
- Chapter house maintenance plans

#### PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE

##### INTELLECTUAL DEVELOPMENT

- Written scholarship/academic plan
- Copy of College/University grade reports for fraternities and sororities from previous fall and spring terms
- Report from Faculty Advisor on their role with the Fraternity

##### CANDIDATE DEVELOPMENT

- Copy of candidate education calendar, including LEAD calendar for previous two academic terms
- Copy of candidate retreat agenda and overview

##### BROTHER DEVELOPMENT

- Copy of written membership development plan for previous year, including LEAD calendar
- Copy of schedule and materials for brotherhood retreat
- Copy of chapter retreat agenda and overview

##### ALUMNI DEVELOPMENT

- Copy of written alumni development plan and calendar of alumni events
- Report from Alumni Advisory Board or Alumni Chapter
- Copies of chapter communications with alumni and chapter web site address
- Copy of chapter alumni database with updated contact information

#### OPERATIONAL EXCELLENCE

##### RECRUITMENT AND MANPOWER

- Copy of written Year-Round Recruitment Plan (YRP)
- Copy of college/university manpower and recruitment reports

##### CHAPTER OPERATIONS

- Copy of end of year financial statements
- Copy of chapter budget and budget planning process
- Copy of committee structure and meeting schedule from previous year
- Copy of chapter plan and goals from the previous year with an evaluation of progress made toward each goal

##### GOVERNANCE AND ACCOUNTABILITY

- Copy of chapter judicial board, or other accountability mechanism, process
- Report from college/university fraternity/sorority advisor
- Copy of chapter bylaws