

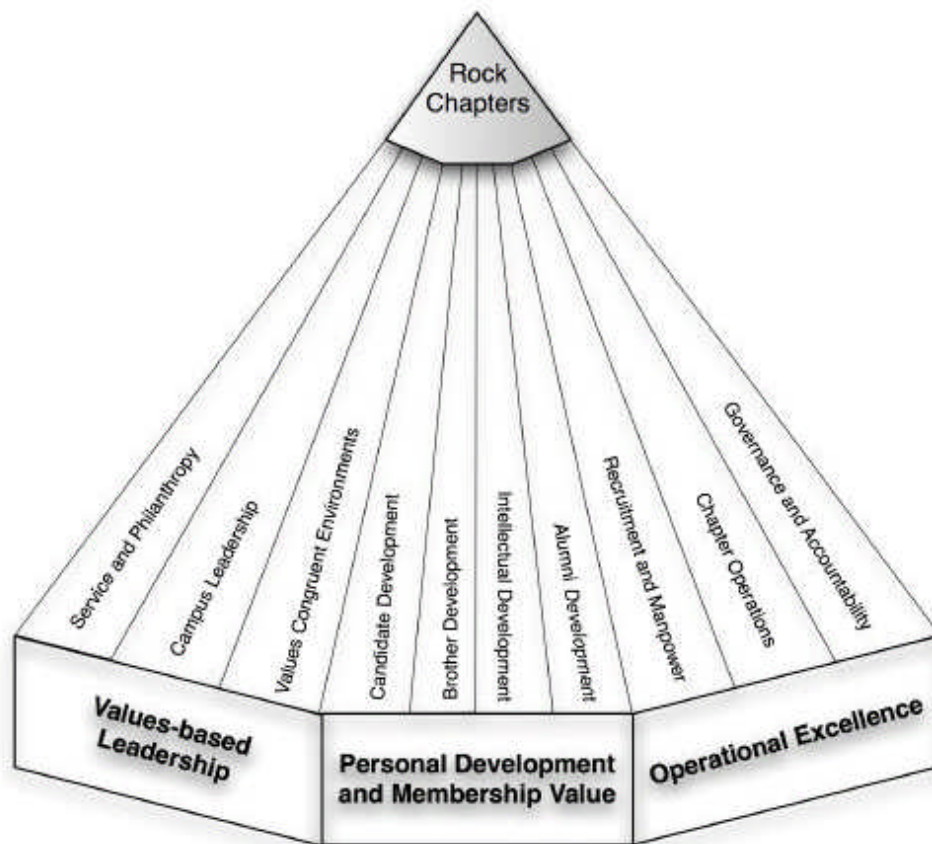


Sigma Nu

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 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 website:

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 email, pep@sigmanu.org (**PREFERRED METHOD**), or in hard copy to the General Fraternity at the following address:

Sigma Nu Fraternity, Inc.
ATTN: Pursuit of Excellence Program
9 N. Lewis Street
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, or appropriate officer, emails the completed [Chapter Self-Assessment Booklet](#) and any supporting documentation to 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

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 60th 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.

In 2008 the 62nd Grand Chapter approved the committee's recommendations and adopted the program we use today.

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

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EVALUATION PROCESS

Chapters are annually evaluated in each subcategory. Annual evaluations take the form of a chapter self-assessment (see session that follows this explanation). Chapter self-assessments are supplemented by feedback from an assessment team of advisors and staff. In the final assessment each subcategory is evaluated on a seven point scale from poor to excellence. The full rating scale is provided below.

Poor Substandard Fair Acceptable Good Very Good Excellence

A rationale for the rating is 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 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 solicits input from an assessment team of individuals who have regular interaction with the chapter. Chapters should actively engage each of these individuals throughout the year as they develop goals, implement plans, and reflect upon the year. The assessment team includes:

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

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.

AWARDS AND RECOGNITION

Chapters will receive ratings that correspond to 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

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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 overall levels of “excellence” and “very good” for two to three years will be considered for Rock Chapter recognition in Grand Chapter years. The Rock Chapter award is meant to honor collegiate chapters that have achieved excellence in all areas of chapter operations. To be granted the award, a chapter should be expected to attain the ideals or a nearly perfect state across a broad range of areas of fraternity operations. It should also be noted that risk management and behavioral issues are included in the judging process. In addition, to win the award, a chapter should be expected to maintain a state of excellence for a given period of time, not just for one semester or one school year. Furthermore, the award, once granted, should not be considered recognition for future achievement (i.e. once a Rock Chapter, always a Rock Chapter), but rather recognition for past achievement with an appropriate date inscribed indicating the precise year which the award represents. Finally, the Rock Chapter award is only presented at Grand Chapters (i.e. every two years) providing there are chapters that qualify.

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 be placed on **Show Cause** status with the General Fraternity. These chapters will be **suspended from hosting, co-hosting, sponsoring, or participating in events with alcohol. Further, they will work with General Fraternity staff to develop a strategic plan and create operational plans to improve their operations to acceptable levels. These chapters will be required to submit their self-assessment by the end of March the following year and will have their performance and charter reviewed by the High Council.**

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/ 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 website 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.

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. Put more simply, the questions we answer here (the discussion questions provided to each group) are the same questions asked in the self-assessment booklet we will submit for review.

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

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- Recruitment and Manpower – Recruitment Chairman
- 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.

***If preferred, the chapter could give each group a digital copy of the self-assessment booklet to complete. This would include transferring the answers to their discussion questions into the PDF submission booklet. At the end of the session each group leader would then forward his booklet (with one section completed) to an appropriate officer or chapter member for compilation into the chapter's final submission booklet.*

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

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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 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. They should use the information presented by the discussion groups to answer the questions in the submission booklet (remember that the group discussion questions are identical to those questions found in the formal submission booklet). 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 email at pep@sigmanu.org (PREFERRED METHOD) or in hardcopy at the following address:

Sigma Nu Fraternity, Inc.
ATTN: Pursuit of Excellence Program
9 N. Lewis Street
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 the individual community service conducted by each of your members. Indicate any service efforts done outside of chapter-sponsored activities.
7. How many members committed service hours this past fall and spring? How many total hours did the chapter serve? How many hours per man (average) is that?
8. How much money did the chapter donate this past fall and spring? How many dollars per member is that?
9. Explain how the chapter was involved in the Helping Hand Initiative.
10. How does the chapter advocate the causes of the service and philanthropic group(s) it helps? Explain any educational or awareness promotion efforts.
11. What does the chapter do to instill the values of lifelong service in its members?
12. How are Love, Honor and Truth exemplified in the service work the chapter participates in?
13. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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, 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?
11. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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
VALUES-BASED LEADERSHIP: VALUES CONGRUENT ENVIRONMENTS

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
VALUES CONGRUENT ENVIRONMENTS

1. How does the chapter promote a safe and healthy social environment?

2. What does the chapter do to educate members on the *Risk Reduction Policy and Guidelines of Sigma Nu Fraternity, Inc.* as well as the policies of the local institution? What role does the LEAD Program play in these efforts?

3. How does the chapter promote wellness and diversity to its members? To other students or campus organizations?

4. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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

- Chapter social calendar
- Chapter risk management/reduction plan
- Chapter house maintenance plans

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. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.
6. 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 online and facilitated 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. Are there any additional factors that should be taken into account that might have affected the chapter's retention rate (e.g. candidates removed for disciplinary reasons)? If so, explain.
9. How does the chapter articulate Sigma Nu's anti-hazing heritage and stance to all members and Candidates?
10. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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

- Candidate education calendar, including LEAD calendar for previous two academic terms
- Candidate retreat agenda and overview
- Written candidate program

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?
8. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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

- Written membership development plan for previous year, including LEAD calendar
- Schedule and materials for brotherhood retreat
- Chapter retreat agenda and overview

DISCUSSION QUESTIONS

PERSONAL DEVELOPMENT AND MEMBERSHIP VALUE: ALUMNI 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 ALUMNI DEVELOPMENT

1. How does the chapter communicate with alumni? Indicate frequency of communication for each method listed.
2. What events did the chapter hold for alumni in the past year? Indicate timing, target audience and approximate alumni attendance for each event.
3. Do alumni play an active role in the chapter? If so, how? Indicate any entities in which alumni participate that actively assist the collegiate chapter or that serve as continual networking and social outlets for chapter alumni.
4. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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

- 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 website address
- Copy of chapter alumni database with updated contact information

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. Manpower figures. Provide the following: current chapter manpower (candidates and initiates), average IFC chapter manpower, number of legacies who accepted bids from the chapter this year, number of total candidates who accepted bids from the chapter this year.
4. 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?
5. What types of members does the chapter try to recruit? Indicate any methods used to target these individuals.
6. How does the chapter emphasize the importance of Values-Based Recruitment?
7. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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

- Written Year-round Recruitment Plan (YRP) for the **current academic year**
- Copy of college/university manpower and recruitment reports

10% CHALLENGE

The challenge presented is to increase the number of men pledged and initiated by 10% over the previous year. The 10% Challenge is by choice; only those chapters accepting the challenge are able to participate. The chapter's PEP submission is their only opportunity to sign up for the challenge.

Participate in the challenge by checking the box in the chapter's self-assessment booklet and providing a copy of the chapter's Year-round Recruitment Plan for **next academic year** as an attachment to the submission booklet.

Chapters that meet the challenge will be recognized by the Fraternity, with the top chapters (by percentage increase) receiving incentives such as T-Shirts, a customized banner, and Sigma Nu buttons for recruitment.

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. Has the chapter filed the appropriate Form 990 for its most recently completed fiscal year? If so, identify which version of the Form 990 (i.e. 990-N, 990 EZ, 990) the chapter filed and when it was filed with the IRS.
7. 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?
8. 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.
9. 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?
10. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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 e-file confirmation or copy of 990 filing document(s)
- Committee structure and meeting schedule from previous year
- Chapter plan and goals from the previous year with an evaluation of progress made toward each goal

DISCUSSION QUESTIONS

OPERATIONAL EXCELLENCE: GOVERNANCE AND ACCOUNTABILITY

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 **GOVERNANCE AND ACCOUNTABILITY**

1. How does the chapter discipline members for violations of chapter, college/university and Sigma Nu rules or policies?

2. Has the chapter been in violation of The Law of Sigma Nu Fraternity, Inc., the *Risk Reduction Policy and Guidelines* or College/University policy in the past year?

3. Explain the chapter's crisis management plan and how members are educated on that plan.

4. What does the chapter do to promote a culture of accountability among its members?

5. How has the chapter incorporated best practices into its operations in this area? Best practices could come from the Best Practices Library, other chapters and organizations, or additional sources.

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

- Chapter judicial board, or other accountability mechanism, process
- Report from college/university fraternity/sorority advisor indicating that the chapter has not been in violation of college/university policy in the past year
- Chapter bylaws
- Chapter crisis management plan

SELF-ASSESSMENT BOOKLET INSTRUCTIONS

CHAPTER SELF-ASSESSMENT BOOKLET INSTRUCTIONS

The Chapter Self-Assessment 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 email to pep@sigmanu.org (PREFERRED METHOD) or in hardcopy to the General Fraternity.

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

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 (see above link)
 - Fill in all editable fields, including chapter designation and current year on front cover.
 - Check boxes in each section for any supporting documentation being provided.
 - Save completed booklet for chapter records and reference.
6. Email completed booklet and supporting documentation files to pep@sigmanu.org no later than April 30.
 - a. Please note that there is a 10MB file size limit on the Pursuit of Excellence Program inbox. If your submission booklet and supporting documents exceed 10MB total then please do one of the following:
 - i. Spread your submission over multiple email messages to pep@sigmanu.org, ensuring that each message does not exceed 10MB total.
 - ii. Upload your submission to a third-party service such as [YouSendIt](#) or [Dropbox](#) and mail a link to download your submission to pep@sigmanu.org.
 - b. All submissions received by the General Fraternity will receive a confirmation email indicating receipt of the submission booklet and number of additional supporting documents received. If the chapter has not received a confirmation email within one week of their submission they should contact the General Fraternity at pep@sigmanu.org to confirm receipt or request instructions for resubmission.

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

- Chapter social calendar
- Chapter risk management/reduction 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

- Candidate education calendar, including LEAD calendar for previous two academic terms
- Candidate retreat agenda and overview
- Written candidate program

BROTHER DEVELOPMENT

- Written membership development plan for previous year, including LEAD calendar
- Schedule and materials for brotherhood retreat
- Chapter retreat agenda and overview

ALUMNI DEVELOPMENT

- 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 website address
- Copy of chapter alumni database with updated contact information

OPERATIONAL EXCELLENCE

RECRUITMENT AND MANPOWER

- 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 e-file confirmation or copy of 990 filing document(s)
- Committee structure and meeting schedule from previous year
- Chapter plan and goals from the previous year with an evaluation of progress made toward each goal

GOVERNANCE AND ACCOUNTABILITY

- Chapter judicial board, or other accountability mechanism, process
- Report from college/university fraternity/sorority advisor
- Chapter bylaws
- Chapter crisis management plan