



THE UNIVERSITY OF
MEMPHIS®

**FRATERNITY AND SORORITY LIFE
CHAPTER EXPECTATIONS MANUAL
2022**

Upholding International Headquarters' and University Policies

Fraternities and sororities have held a significant position within the University of Memphis campus for decades. Owing to a foundation based on social and moral character, good citizenship and a commitment to true fraternal culture, fraternities and sororities often constitute a valuable component of the undergraduate experience and complement the curricular and co-curricular aims of the University. Fraternities and Sororities recognized by the University of Memphis are expected to maintain this history of positive contribution by conducting themselves in accordance with the shared values and expectations of their affiliate international/national organizations and the University.

Pillars of Excellence

The Pillars of Excellence are an accountability system for our chapters intended to hold each organization to a higher standard and encourage consistent involvement, leadership, service and brotherhood/sisterhood.

The Pillars of Excellence cover the activities and involvement completed by a chapter over the course of one calendar year. Chapter presidents will submit their achievements on TigerZone each December. All submissions will be reviewed by the FSL Advisor and chapters will be notified of their status by the first week of the Spring semester. Chapters will have one chance to appeal if they disagree with the Pillars status assigned to them.

Loss of Good Standing Status

Loss of chapter good standing will result in immediate social probation of the organization which includes a loss of social event privileges for the current and following semester and notification of the national organization.

- Any chapter deemed not in good standing will receive written notification from the Office of Student Leadership and Involvement. In this case, all appeals must be made in writing to the Director of Student Leadership & Involvement.
- Loss of chapter social privileges for the current semester and the following semester.
- Inability to achieve minimum standards within the Pillars of Excellence Assessment & Awards program.
 - o **Failure to meet minimum standards for two consecutive assessment cycles will result in the chapter being placed on inactive status for a minimum of one year.**

Event Planning

Tiger Zone Event Registration Form

The first step of planning your event is by filling out the Event Registration Form on Tiger Zone. This can be done by logging onto Tiger Zone using your UID and Password. From there you will click on your organization and then on the right side of your organization click “Manage Organization.” Once you are to the Manage Organization Page open the menu on the left-hand side by clicking the three horizontal lines on the top of the page, a side bar will appear, Click “Events.” This will take you to a “Manage Events” page. Once on the Manage Events page you will be able to see all events that you have registered and create new events. To create a new event, click the blue “+ Create Event” box on the right-hand side of the page. Follow the prompts throughout the Event Registration page. Your event will not be registered until you push the “Submit” Button on the last page. Failure to click this button will result in your event not being registered.

Note: Failure to complete the event registration form prior to your event happening will result in cancelation of your event.

University Center Event Scheduling

Internal Scheduling: The University of Memphis is happy to offer a centralized Conference and Event Services to both external and internal users. Conference and Event Services is the primary point of contact for all departments, groups, and individuals, who are interested in scheduling the use of facilities and space at the University of Memphis. By centralizing the scheduling process, we are able to provide internal and external groups efficient and effective service for scheduling activities and events.

Departments and Registered Student Organizations: Academic and administrative departments, and registered student organizations may reserve on-campus facilities via Virtual EMS at vems.memphis.edu. You will log in with your University ID. Faculty/Staff may request facilities one year (365 days) in advance. RSOs may request facilities six (6) months in advance. Please note that University policy related to the scheduling of RSO events stipulates that student activity requests are submitted a minimum of one week prior to the beginning of the meeting or event.

Event Security

- For any on-campus event sponsored by a Registered Student Organization, that is expecting more than 300 participants a security or police presence must be maintained.
- Please note, University officials are permitted to enter any Registered Student Organization Event, on campus or off campus, without prior notice or RSO Consent.

Volunteer Odyssey

Volunteer Odyssey is a platform run through the Center for Service Learning and Volunteerism which provides organizations a place for members to track their service hours. Each organization has their own page on Volunteer Odyssey and can update their roster accordingly to ensure all members have access. In addition to the hundreds of service opportunities that are listed on this platform, chapters can also create their own opportunities for any service events they may be holding.

It is mandatory that all service hours are documented through Volunteer Odyssey. Hours not documented on the organizations Volunteer Odyssey page will not be considered for Pillars of Excellence.

For assistance with Volunteer Odyssey, contact the Center for Service Learning & Volunteerism at 901-678-2644.

Membership Selection Processes

Interfraternity Council Recruitment Guidelines Responsibility

- Chapter presidents and recruitment chairpersons are responsible for communicating all Interfraternity Council recruitment regulations, policies, and rules to all active, new member, inactive, and alumni chapter members participating in any recruitment activity.
- Fraternities are responsible for the actions and behaviors of all individuals participating in any recruitment activity on behalf of the chapter. This includes, but is not limited to, active members, new members, inactive members, alumni, and guests at the house or any function sponsored or held on behalf of the chapter.

Guidelines

- All new members are required to attend a Potential New Member Orientation prior to receiving a bid. Sessions will be communicated through the FSL website and social media.
- All chapters must follow their Inter/National Headquarters' recruitment, new member education, and initiation guidelines and timelines.
- Formal recruitment will take place the beginning of each Fall semester.
 - Informal recruitment may begin on Fall bid day and will go until the last day of classes in the Fall semester.

- Informal recruitment may begin again the first day of Spring classes and will go until the last day of Spring classes.
 - It is expected chapters will participate in coordinating a Spring informal recruitment week toward the beginning of each Spring semester.
 - Each chapter will be in charge of planning their own recruitment events within the recruitment guidelines and university policies.
 - There will be no specified bid day. Bid celebrations will be planned within the chapter and will follow both current recruitment guidelines and university policy.
- There will be no Winter or Summer break recruitment events.
- To participate in recruitment, potential members must be enrolled as a full-time student during the Fall and Spring semesters at the University of Memphis (12 hours).
- Entering freshmen must have at least a 2.50 high school GPA; current/transfer students must have at least a 2.50 collegiate GPA.
- Alcohol is prohibited at all recruitment events and activities. Recruitment events are considered any event with prospective new members present.
- All informal recruitment events must be registered on TigerZone at least two weeks in advance.
- All recruitment events must end by 12:00 A.M. (midnight).
- Women are prohibited from participating in all recruitment events.
- In order to receive a bid, a potential member must have completed an electronic Grade Release Form to have his grades sent to the chapter of interest's president and recruitment officers. Chapters should not be extending bids until they have received the recruit's grades from Fraternity/Sorority Life via email to ensure that the student meets the University's and/or the organization's Inter/National Headquarters' academic minimum standards (whichever is higher).
- Active and New Members are prohibited from wearing organizational paraphernalia at activities and events where members are required to be disassociated. (i.e. Frosh Camp, New Student Orientation)
- All students participating in the membership intake process must read and sign the FSL Statement of Understanding & Grade Release Form once they have received an invitation for membership. This can be found under forms on TigerZone.

*Please refer to full IFC Bylaws for more information.

National Pan-Hellenic Council

Membership Intake Guidelines

Eligibility

- NPHC/Culturally-based groups in good standing on campus and with their national headquarters are eligible to conduct intake.
- Any UofM undergraduate student in good academic standing with the University and academically eligible per the group's academic requirements is eligible for intake.
- All new members are required to attend a Potential New Member Orientation prior to receiving an invitation to membership. Sessions will be communicated through the FSL website and social media.

Membership Intake

- All intake activities must comply with the UofM's Code of Student Rights and Responsibilities and Tennessee State Law.
- The chapter president, intake coordinator, graduate/chapter advisor must schedule a meeting with a member of the Fraternity and Sorority Life staff to review the submitted intake form (see below) and obtain approval for membership intake **at least five business days prior** to the beginning of any membership intake activities.
- All intake activities, including initiation and new member presentations/coming out shows must be completed by the last day of classes during the semester that membership intake has taken place.
- In the event that the intake process is terminated, or an aspirant is released from the process, Fraternity and Sorority Life must receive notice within 48 hours

Required Forms

- Chapters must submit the Notice of Membership Intake Form on TigerZone where they will be required to submit a schedule of intake activities including interest meeting(s), initiation, and any new member presentations/coming out shows to the Fraternity and Sorority Life staff **at least ten business days prior** to the beginning of any membership intake activities. (This information will be kept confidential.)
- Prior to the beginning of any membership intake activities, Fraternity and Sorority Life must receive written approval from a state/regional/national officer of the organization confirming the chapter's approval to conduct membership intake. This letter can be sent directly from the individual or office, or provided by the chapter.
- Prior to extending invitations for membership, the chapter must email their Interest/Rush Meeting Sign-In Sheet (found on TigerZone) to the FSL advisor within **72 hours** of the meeting. The FSL advisor will then provide confirmation that those

students have attended NPHC's Intake Seminar (PNMO) and meet the organization's minimum academic requirements for membership.

- All students participating in the membership intake process must read and sign the FSL Statement of Understanding & Grade Release Form once they have received an invitation for membership. This can be found under forms on TigerZone.

New Member Presentation

- Upon receiving approval for membership intake, chapters must begin working with Conference & Event Services to secure a date and location for their new member presentation/come out show.
- Chapters must verify with Fraternity and Sorority Life **at least one month in advance** of the show to ensure proper event management procedures are addressed.
- Members participating in the new member presentation show must be fully initiated members.
- Physical abuse of any kind is prohibited during the new member presentation/come out show. This includes, but is not limited to the following: slapping, kicking, spitting, punching, pushing, poking, canning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.) Additionally, vulgarity and profanity (including music used during the show) will not be tolerated

*Please refer to full National Pan-Hellenic Council Member Intake Packet and Guidelines for more information.

Panhellenic Council

Panhellenic Council Recruitment Expectations

- The dates for Formal Recruitment Period will be presented by the first Panhellenic Delegate meeting in March. Recruitment activities will include Potential New Member Orientations, Open House Round, Philanthropy Round, Sisterhood Round, Preference Round, and conclude with Bid Day. These dates will be established by the Coordinator of Fraternity & Sorority Life with Panhellenic Council officers.
- All National Panhellenic Conference Unanimous Agreements will be upheld.
- There will be a published list of Recruitment Standing Rules and Recruitment Schedule formulated by the Panhellenic Council. All rules are binding on alumnae, members and new members.
- All members (including alumnae and new members) are responsible for knowing and observing recruitment rules. It is the chapter's responsibility to educate their members regarding Standing Formal Recruitment Rules and all Judicial Procedures of the Panhellenic Constitution.

- Total reset policies will align with the most current NPC guidelines.
- The use of alcoholic beverages is prohibited in membership, recruitment, and Bid Day activities.
- The participation of men in membership selection and Bid Day activities is prohibited.
- COB will be permitted during the Fall semester beginning post the opening of bids on Bid Day until the last day of fall classes. Only those chapters not having reached chapter total and/or quota may participate in continuous open bidding. COB may also occur in the Spring semester for those chapters below total beginning with the first day of class and ending with the last day of class as per current NPC guidelines.
- All students participating in the membership intake process must read and sign the FSL Statement of Understanding & Grade Release Form once they have received an invitation for membership. This can be found under forms on TigerZone.

*Please refer to full Panhellenic Bylaws for more information.

Risk Management Alcohol and Drugs

- The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, should be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and should comply with either the BYOB or Third-Party Vendor Guidelines. BYOB is defined as one (1) sixpack of 12-ounce beers or one (1) four pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
- No alcoholic beverages should be purchased through or with chapter funds nor should the purchase of the same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
- Any event with alcohol present that can or will be associated with an entity of a fraternity should require a guest list prior to the event (see social event procedure below).
- No members, collectively or individually, should purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

- The possession, sale or use of any illegal drugs or controlled substances while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is prohibited.
- No chapter should co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list.
- No chapter should co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- All recruitment and membership intake activities associated with any chapter should be non-alcoholic. No recruitment or membership intake activities associated with any chapter should be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- No organization, member, or associate/new member should permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- No alcohol should be present at any associate member/new member program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation

Social Event Procedure

- **All social functions must be registered on TigerZone at least two weeks in advance.**
- Any event with alcohol present that can or will be associated with an entity of a fraternity should require a guest list prior to the event.
 - Each active member is able to bring a maximum of 3 guests.
 - The guest list must be submitted on TigerZone at the FSL Pre-Social Event Guest List form **at least three business days prior** to the event. It must be specified who the guests are of each active member.
 - The night of the event attendance must be recorded, including check-in and check-out times for both members and guests. This updated list must be submitted on TigerZone at the Post Social Event Attendance List **within three business days of the events conclusion.**

- Failure to comply with these policies will result in a loss of social functions for a period of time deemed appropriate by Fraternity and Sorority Life staff.

Hazing

Hazing. As defined in T.C.A. § 49-7-123(a)(1), means any intentional or reckless act, on or off the property, of any higher education institution by an individual acting alone, or with others, which is directed against any other person(s) that endangers the mental or physical health or safety of that person(s), or which induces or coerces a person(s) to endanger such person(s) mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Hazing also includes the following: any action taken or situation created for the purpose of initiation into, admission into, affiliation with (or continued membership in), any group or organization which is intended to produce physical discomfort, injury, mental discomfort, embarrassment, or ridicule. Such actions or situations include but are not limited to the following: use of alcohol, paddling in any form, branding, creation of excessive physical and/ or emotional fatigue; wearing of apparel which is conspicuous or not in good taste; engaging in public stunts; participation in degrading or humiliating games and activities. All acts (active and passive) of hazing as well as allowing oneself to be hazed are prohibited.

Sexual Abuse and Harassment

Sexual Misconduct: Sexual misconduct is defined as dating violence, domestic violence, stalking and sexual assault. It may also include actions which would typically include sexual harassment. It is a form of sexual discrimination prohibited by Title IX of the Educational Amendments of 1972, of the Higher Education Act. Any allegation of sexual misconduct as defined herein will be investigated and adjudicated according to the procedures outlined in this document in Section V. (1) of Disciplinary Procedures. Prohibited behavior under this policy includes but is not limited to:

1. Sexual Assault. Any non-consensual sexual contact with the accuser by the accused, or the accused by the accuser when force or coercion is used to accomplish the act, the sexual contact is accomplished without consent of the accuser, and the accused knows or has reason to know at the time of the contact that the accuser did not or could not consent. Sexual contact includes, but is not limited to, the intentional touching of the accuser's, the accused, or any other person's intimate parts, or the intentional touching of the clothing covering the immediate area of the accuser's, the accused, or any other person's intimate parts, if that intentional touching can be reasonably construed as being for the purpose of sexual arousal or gratification.

Consent: Consent is defined as an informed decision, freely given, made through mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by an individual who is asleep; unconscious; or mentally/ physically incapacitated, either through the effect of drugs/ alcohol or for any other reason; or is under duress, threat, coercion, or force. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time.

Fire, Health and Safety

- All chapter houses should meet all local fire and health codes and standards.
- All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
- All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house should be prohibited. (5) Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

Risk Management Education

Each chapter should annually instruct its students and alumni/alumnae in its risk management policies and practices. All undergraduates and key volunteers should receive on an annual basis a copy of the organization risk management policy and a copy of the policy should be posted on the organization website.

Community Academic Policy

The guidelines below pertain to all fraternity/sorority chapters governed by the Interfraternity (IFC), National Pan-Hellenic (NPHC), and Panhellenic (PAN) Councils at the University of Memphis.

With regard to potential new members/aspirants, each organization has an internal academic standard related to invitation to membership and maintenance of membership. While Fraternity/Sorority Life does not have a set grade requirement for prospective members, we expect chapters to uphold their national organization's minimum standards.

Each chapter will be required to submit their chapter academic expectations **by the second Friday of each semester**. This can be submitted through the Chapter Academic Expectations form on TigerZone. Each chapter is expected to maintain a minimum chapter cumulative term GPA of 2.50 each semester. If a chapter fails to achieve a cumulative 2.50 semester GPA, the following steps will be taken to improve the chapter's GPA:

- A. If a chapter earns between a 2.49 and 2.25 semester GPA, they will be placed on Academic Probation, and the following steps will be taken:
1. The chapter will be required to set up an Academic Planning Meeting with Fraternity/Sorority Life to outline a plan to improve the overall chapter GPA. This plan should be in the form of a typed contract, signed by the Chapter President, the person serving as the responsible member over the implementation of the plan (i.e. Scholarship Chair, Vice President, etc.), and the Chapter Advisor. The plan/contract will be kept on file in the Fraternity/Sorority Life Office. This meeting must occur within the first two weeks of the academic semester. This Academic Plan must include the following:
 - i. The submission of monthly academic progress reports to Fraternity/Sorority Life.
 - ii. The submission of a calendar of all events to take place during the semester of Academic Probation.
 - iii. The building of a relationship with Educational Support Programs (ESP), which mandates that some or all chapter members study at one of the ESP offices.

*Any chapter failing to fulfill any of the above requires of Academic Probation within six weeks of an academic semester, will be automatically placed on Academic Suspension (C. 1-2)

- B. If a chapter earns between a 2.25 and 2.0 semester GPA in one semester, or if a chapter earns between a 2.49 and 2.25 semester GPA for two or more consecutive semesters, they will be placed on Academic Restriction, and the following steps will be taken:
1. The same expectations set forth during the Academic Probation (A. 1-2).
 2. The chapter will be placed on Social Probation for the entire semester (the second consecutive semester with a cumulative chapter GPA between a 2.5 and a 2.25). While on Social Probation, a chapter is not permitted to have any social activities such as parties, formals, and intramurals. Chapters are permitted to conduct business meetings, educational programs, community service projects, and philanthropy events
- C. If a chapter earns below a 2.0 semester GPA in one semester, or if a chapter earns below a 2.25 semester GPA for two or more consecutive semesters, it will be placed on Academic Suspension and the following steps will be taken:
1. All requirements of a chapter on Academic Restriction (B. 1-2). During the semester of Academic Suspension, the chapter will have to coordinate any activities with Fraternity/Sorority Life and Student Leadership and Involvement.

Roster Policy

Fraternity/Sorority Life (FSL) supports the growth and success of all Interfraternity, National Pan-Hellenic, and Panhellenic Councils at University of Memphis. Adequate chapter

membership and leadership are essential to the growth and success of the University of Memphis fraternity/sorority community. Accurate chapter rosters are essential to the proper functioning of fraternity/sorority chapters. This policy outlines the expectations of FSL staff as they relate to issues of chapter rosters.

A. Chapter Roster Submissions

Chapter rosters to be used for the purposes of recruitment numbers, grade reports, and any other University reporting. Rosters will be updated according to these guidelines:

- Following PAN and IFC formal recruitment each Fall, chapters will have two weeks to get their rosters updated with their new members.
- Following an NPHC new member presentation, chapters will have two weeks to get their rosters updated with their new members.
- Only members on the roster are permitted to represent the chapter in University, chapter, or any other events/functions on the University of Memphis campus such as: intramural teams, chapter events, step shows, yard shows, etc.
- Chapters are expected to actively keep up with their rosters throughout the semester. Rosters should be 100% accurate by the last day of classes in that semester to ensure chapters receive an accurate grade report.
- Ensure all members have logged on to TigerZone and accepted their invite to membership in order to officially be on the chapter roster.
- Grade reports will only be pulled once and will not be updated unless there is a computer/system error which has affected the roster.

B. Roster Limitations

- As per Student Leadership and Involvement Registered Student Organization requirements all fraternity/sorority chapters must maintain membership of at least ten (10) members.
- Chapters falling below 10 members, at any time during any semester, will automatically be placed on "Membership Probation".
- Chapters on "Membership Probation" must set up a meeting within the first 4 weeks of the semester with Fraternity/Sorority Life to outline plans to initiate new members within the next two semesters. This meeting should include the undergraduate chapter advisor, and conclude with a written plan/contract signed by the chapter president and advisor.
- If the chapter is still below 10 members when reregistering through the University, the organization will be on Provisional Status as a Registered Student Organization (RSO) for the upcoming academic year. After one academic year on Provisional Status, the chapter will either need to have increased to 10 members, or will need to apply for a one-semester extension to their Provisional Status with the Student Leadership & Involvement. Provisional Status extensions will only be given for one semester.

- Chapters who fall below the ten-member requirement at any point within two consecutive semesters and do not initiate new members within the following three consecutive semesters are subject to be placed on “Suspension” for four (4) academic semesters. All chapters not fulfilling any requirements outlined in this policy are subject to be categorized as “not in good standing” with Fraternity/Sorority Life.

Off-Campus Chapter Housing

Maintenance and Appearance

- Yards must be cut and edged, shrubs trimmed, and trash picked up so that the chapter house looks neat all of the time.
- Dumpsters or other trash receptacles must be hidden from view or properly screened from the street or streets except when put out for collection. Trash must be discarded properly and never in sight from the street.
- No discarded beverage cans or bottles may be visible from the street.
- No consumption of alcoholic beverages in public view except in unmarked cups of containers and the person must be of legal age.
- Repairs to the house must be performed in a reasonable time.
- Exterior windows must be of traditional residential window material. No windows may be covered with boards or cardboard.
- Houses must be painted as needed.
- Any Greek letters or insignia must be neat and well maintained.
- Interior furniture, such as couches and sofas, must never be placed on the porch or in the front yard.
- Only exterior furniture may be used outdoors. No folding chairs except for special events.
- No people may be on the roof or overhang except for maintenance or in preparation for special events
- Chapter houses must be maintained in accordance with applicable state, county and city codes and laws, and the rules set for by the University of Memphis and the Interfraternity Council.

Chapter Checklist

In order to remain in good standing at the University of Memphis, each fraternity/sorority chapter must complete the following:

Task	Deadline	Who	Where
RSO registration		President	TigerZone
RSO training	Once a calendar year	Any chapter officer	Locations provided on TigerZone
Update chapter roster	Within two weeks of receiving new members	President/New Member Educator/Secretary	Chapter roster on TigerZone
Submit new Executive Board and Advisor contact information to FSL advisor	Following officer transition	President/Secretary	Email rcrberry@memphis.edu
Submit chapter academic requirements	By the second Friday of each semester	President/Secretary/Scholarship	Chapter Academic Expectations form on TigerZone
Presidents bi-weekly check in form	Biweekly submissions	President	Chapter President Check-in form on TigerZone
Register social events	At least two weeks before event	President/Secretary/Social Chairman	TigerZone
Meet at least the minimum standing & one pillar section of the Pillars of Excellence rubric	Every calendar year	President will submit achievements	Pillars of Excellence form on TigerZone