The Cathedral Standards of Excellence
Annual Chapter/Colony Assessment Program
University of Pittsburgh
Office of Fraternity and Sorority Life
2017-2018
Introduction

The purpose of the Cathedral Standards of Excellence Program is to establish standards to ensure that every fraternal organization at the University of Pittsburgh is fully committed to the highest quality of student experience for each of its members, with particular emphasis on academic achievement and campus involvement as defined by each organization.

The Office of Fraternity and Sorority Life believes the Cathedral Standards of Excellence Program will form a basic standard for all fraternal organizations, and assist in supporting each organization’s development. The Cathedral Standards of Excellence Program will provide a framework for self-assessment, individual and group accountability, greater achievement of organizational goals, and the development of programs and practices that will lead to substantial enrichment of the fraternity and sorority experience. This program recognizes and rewards those organizations that consistently exceed expectations as well as provides guidance and support to those organizations that fail to meet the expectations of the University and the Greek Community.

Time Frame

The Cathedral Standards of Excellence will be based on the Academic Year and run from the 1st day of Fall Semester to April 1 of each year. All submissions (with the exception of documentation provided by the OFSL) will be due by April 1 of each year***. However, submissions may be turned in as early as March 1st of each year. All submissions must be submitted electronically to the Office of Fraternity & Sorority Life. The Chapter Advisor must acknowledge that he or she has reviewed and subsequently approved the submission by E-mailing Dr. Matthew Richardson (IFC & Panhellenic) at MRichardson@pitt.edu or Mr. Chauncey Alexander (NPHC) at C.Alexander@pitt.edu

All individual award nominations are due at time of submission. These should be turned in by hard copy to the Office of Fraternity & Sorority Life.

*** Specific Items that are time sensitive will be due throughout the year. These items and due dates will be provided at the start of each semester.

Assessment

Chapters will receive several means of assessment for the Cathedral Standards of Excellence Program:

1). Requirements Met – Chapters must complete the requirements for each category to meet the minimum requirements. Chapters will be informed whether they met the standard requirement within the first two weeks of the following Fall Semester. Chapters who fail to meet the standard requirement will be placed on Advisory or Restrictive Status at the time of notification.
1st Year Minimum Requirements Not Met = LEVEL 1 “Advisory Status”
Chapter will participate in regular meetings with the Coordinator of Fraternity and Sorority Life in order to work toward meeting minimum standards by end of the second year. At these meetings, strategies for success will be negotiated between the chapter/colony president and the Coordinator.

2nd Year Minimum Requirements Not Met = LEVEL 2 “Restrictive Status”
Chapter will be placed on restrictive status and participate in regular meetings with the Coordinator of Fraternity and Sorority Life in order to work toward meeting minimum standards by end of the third year. The specifics of the restrictive status will be determined by the Coordinator of Fraternity and Sorority Life, the chapter president, and the chapter advisor. This may include suspending social privileges.

3rd Year Minimum Requirements Not Met = LEVEL 3
Recognition of the chapter will be evaluated after not meeting standards for three years.

2). Feedback – Chapters will be provided with feedback from the Office of Fraternity and Sorority Life on each of their submitted categories (suggestions for improvement, potential resources, etc.) upon request. This will allow chapters to strive for excellence in all categories each and every year.

3). Chapter Awards – Chapter Awards will be based on submissions from the Cathedral Standards of Excellence Program, awarded during Spring Semester.

Chapter Awards

The Chapter Awards recognize outstanding achievement in specific areas of chapter operations.

Excellence Awards – Excellence Awards recognize a chapter who has achieved a high level of excellence in the specific category. An award is given for each of the 8 categories and one for appropriate and professional social media use.

- Excellence in Academics Award
- Excellence in Leadership Award
- Excellence in Risk Management Award
- Excellence in Chapter Membership Award
- Excellence in Interfraternalism Award
- Excellence in Service Award
- Excellence in Engagement Award
- Excellence in Management Award
- Excellence in Social Media Award
**Cathedral Awards of Distinction**—The Cathedral Awards of Distinction (Cathedral Cup) are the highest honor bestowed upon one chapter of each council per year. This award takes into consideration all categories. *Note, general performance by the organization, Greek Week participation/placement, as well as conduct records will also be taken into consideration when bestowing these awards.*

**Individual Awards**

The Individual Awards are presented each year to community members who have demonstrated outstanding achievements either as an officer, leaders or volunteer for the Greek Community and the University. Chapters will submit separate applications for Individual Awards during the Spring Semester, and can submit multiple applications for each award, if applicable.

**Greek Man & Woman of the Year**

These awards are presented annually to the Greek man and woman who are distinguished beyond their peers in all areas of Greek Life, including academics, service, social involvement, unity, dedication, leadership, and community involvement. This recognition the highest Greek individual honor a fraternity man and sorority woman can achieve.

**Chapter President of the Year**

These influential student leaders have gone above and beyond to improve both their individual chapter and the Greek community. This man or woman will have demonstrated worthiness in overcoming great odds or in pushing their chapter to new heights. This will be awarded per governing council.

**Chapter Officer of the Year**

This student leader has performed above and beyond the call of duty as a chapter officer. The recipient must be nominated by his or her chapter and has served as an executive officer of his or her organization. This will be awarded per governing council.

**Council Member of the Year**

These dedicated student leaders have gone above and beyond to serve their Council and leave a lasting impact on the Greek Community. This man or woman will have demonstrated worthiness in taking their position or Council to new heights. Applicants must have served in an elected or appointed position on the Collegiate Panhellenic Association, National Pan-Hellenic Council, Interfraternity Council, or Greek Week Executive Board. This will be awarded per governing council.

**Rising Star of the Year**

This award is presented annually to the Greek underclassman man or woman who has shown great leadership potential in their chapter or Council. They have shown initiative, leadership, and dedication regardless of role in chapter and have inspired others with their desire to better the Greek Community.
New Member of the Year

This award is presented to a newly initiated member in the Fall and Spring semester who exhibited strong leadership potential in his or her new member class. These individuals have shown great promise to assume leadership roles within their chapter or council and have lived their organizational values throughout their new member education process.

Community Pillar Award

This award is presented annually to a fraternity man or sorority woman who exemplifies a high standard of leadership through service to student organizations, the greater university community, or surrounding Oakland area. This student should hold positions of great influence and strive to provide his or her fellow Pitt students with the “best collegiate experience in the world.”

Advisor of the Year

The Advisor of the Year Award recognizes the efforts of the volunteers that give of their time and talents to our chapters and the Greek Community.

Cheryl A. Paul Professional Academic Mentor of the Year

The Cheryl A. Paul Professional Academic Mentor of the Year Award recognizes the efforts of the faculty/staff members that give of their time and talents to our chapters and the Greek Community.
Cathedral Standards of Excellence

The Office of Fraternity and Sorority Life holds the right to waive any of the below requirements or accept an alternate submission when it deems appropriate.

Chapters may request to demonstrate excellence in a category through different means by submitting a proposal for approval to the Office of Fraternity and Sorority Life prior to the deadline of submission.

1.) ACADEMICS

Chapters must fulfill at least one of the following requirements:

- Chapter’s Fall QPA or GPA equals or exceeds the all male or female QPA depending on the gender of the organization.
  - *Documentation: OFSL will provide documentation.

- Chapter’s Spring QPA or GPA equals or exceeds the all male or female QPA depending on the gender of the organization.
  - *Documentation: OFSL will provide documentation.

Chapters must fulfill at least five of the following requirements:

- **Academic Success Plan** – Have a written academic success/chapter scholarship program for initiated and new members.
  - *Documentation: Submit a copy of the written academic success plan. May be inter/national program but must demonstrate localization to the University of Pittsburgh chapter.

- **Academic Success Presentation** – Chapters will be awarded for academic related presentations hosted with at least 60% attendance of the entire chapter. Presentations should be conducted by a trained presenter (i.e. University staff, faculty, or peer facilitator, etc.) and may include, but is not limited to, the following topics: study abroad, study skills, time management, graduate school presentations, alumni mentor program, career development, etc. Other topics should be cleared by the OFSL prior to being scheduled.
  - *Documentation: Submit the Presentation Form provided by the OFSL.

- **Individual Member Standards** – Establish and enforce minimum individual expectations for academic performance and make use of a process of constructive activities to identify and help those members who fail to meet the standard.
  - *Documentation: Submit a description of standards, enforcement mechanisms, and assistance programs. Must also provide chapter advisor signature to verify that the requirements are enforced and that an academic assistance program has been utilized.

- **Professional Academic Mentor** – Have an active University of Pittsburgh faculty or staff member as a Professional Academic Mentor.
- **Documentation: Submit a form with 1). The Professional Academic Mentor’s name, department, campus address, campus phone, and email 2). Written job description outlining the role and/or duties of the faculty mentor, and 3). Brief statement from the mentor documenting how the mentor was involved with the chapter.

- **Scholastic Achievement Event** – Chapter hosts an event that recognizes scholastic achievement and accomplishments among members.
  - *Documentation: Submit an Event Form provided by the OFSL.

- **Order of Omega** – Chapter has at least 1 member apply for the Order of Omega.
  - *Documentation: Members should complete an Involvement Form provided by the OFSL.

- **Gamma Sigma Alpha** – Chapter has at least 1 member in Gamma Sigma Alpha.
  - *Documentation: Members should complete an Involvement Form provided by the OFSL.
2.) **LEADERSHIP DEVELOPMENT**

Chapters must fulfill the following requirement:

- The Chapter has at least one representative participating in the Greek Leadership Academy in the Fall semester.
  - *Documentation: Submit an Involvement form for verification by OFSL.

Chapters must fulfill **five** of the following requirements:

- **Campus Involvement** – All Chapter members are involved in at least one other campus organization.
  - *Documentation: Chapter should provide a list of members and their involvements, including all leadership positions held. Chapter advisor must sign to verify approval.

- **Pitt Pride** – Chapters have at least 60% of active members attend or sponsor a program focused on school spirit. Events could include athletic events, Homecoming, Pitt Day in Harrisburg, Block Parties sponsored by Community and Governmental Relations, I Love Pitt Day, Dean’s Hours, etc.
  - *Documentation: Submit the Event Form provided by the OFSL.

- Emerging Leaders - Chapter has at least one representative participating in the Emerging Leaders program coordinated by the Department of Cross Cultural & Leadership Development within the academic year of submission.
  - *Documentation: Submit an Involvement form for verification by OFSL.

- **Workshops/Programs** – Chapter hosts a leadership development workshop or program with a minimum of 60% attendance of the chapter.
  - *Documentation: Submit the Presentation Form provided by the OFSL.

- **Chapter Leadership Retreat** – Chapter hosts a leadership development or goal setting retreat with a minimum of 80% attendance of the chapter.
  - *Documentation: Submit an Event Form provided by the OFSL. Attach a copy of retreat agenda and the goals or plans developed at the retreat.

- **Officer Transitions** – Chapter hosts an Officer Transition retreat/meeting to successfully transition new officers. **This is separate from a Chapter Leadership Retreat as detailed above.**
  - *Documentation: Submit an Event Form provided by the OFSL. Attach a copy of the meeting minutes.

- **National Involvement** – Chapter has at least 2 members attend a regional or national workshops/programs/institutes hosted by a Inter/National organization each year. (Convention/Drive-Ins, UIFI, Futures Quest, LeaderShape, etc.)
  - *Documentation: Members should submit a one page reflection on their experience. Include name, program attended, dates, etc.
3. RISK MANAGEMENT

Chapters must fulfill the following requirement:

- **Sexual Misconduct Prevention Training sponsored by SHARE** – The chapter sponsors/attends one program concerning the eradication of acts of sexual misconduct sponsored by the Office of Sexual Harrassment and Assault Response & Education with at least 80% chapter attendance at the program.
  - *Documentation: Submit a Presentation Form provided by the OFSL.*

Chapters must fulfill at least six of the following requirements:

- **Risk Management Representative** - The chapter has an elected/appointed risk management officer/chair/representative whose duties include, but are not limited to, coordinating risk management programs, overseeing chapter functions, being responsible for adherence to the University, local chapter, and (inter)national risk management policies, and if applicable, fire code/safety compliance.
  - *Documentation: Submit a copy of the section’s bylaws that indicate the duties of the position. Include the name of the member(s) who held the position during the year.*

- **Risk Management Plan** – The chapter has a written risk management plan that addresses how the Risk Manager executes chapter safety and well-being.
  - *Documentation: Submit a copy of the risk management plan. May be the inter/national plan, but must demonstrate localization by the University of Pittsburgh chapter.*

- **Chapter Code of Conduct** - The chapter has a written Code of Conduct or membership contract which includes member expectations regarding alcohol and drugs, hazing, fighting and other risk management issues.
  - *Documentation: Submit a copy of the Code of Conduct, turned in along with a statement of compliance signed by each chapter member annually.*

- **GAMMA Alcohol Education Session** - The chapter sponsors/attends one alcohol-awareness related program sponsored by Greeks Advocating the Mature Management of Alcohol (GAMMA) with at least 80% chapter attendance at the program.
  - *Documentation: Submit a Presentation Form provided by the OFSL.*

- **Mental Health Awareness Program** - The chapter sponsors/attends one event surrounding the topic of mental health awareness with at least 80% chapter attendance at the program.
  - *Documentation: Submit a Presentation Form provided by the OFSL.*

- **Hazing Prevention Week** – 75% or more of the chapter attends 2 or more events sponsored in the Hazing Prevention Week program.
  - *Documentation: Submit an attendance list for each event verified by the Chapter Advisor.*

- **General Risk Management Session** – The chapter sponsors/attends one risk management related program with at least 80% chapter attendance at each program. (Topics could include OFSL Policies & Procedures review, alcohol/drug issues, hazing issues, fire safety, crisis management, sexual assault prevention, etc.)
  - *Documentation: Submit a Presentation Form provided by the OFSL.*
4.) RECRUITMENT & MEMBER DEVELOPMENT

Chapters must fulfill the following requirements:

- **Recruitment/ Intake Plan** - The chapter has a written recruitment/intake program/plan. This program/plan should include a description of recruitment/intake preparation, standards for membership, and dates and descriptions of any recruitment/intake events.
  - *Documentation: A rush/recruitment/interest meeting flyer or schedule will suffice.*

- **New Member Education Program** – The chapter has a new member development program for new member education.
  - *Documentation: Submit a calendar of new member education events and activities per semester where applicable.*

- **OCC Information Session** – The chapter appoints an initiated member to serve as an Outside of the Classroom Curriculum Liaison and holds at least one information session with no less than 80% of the chapter in attendance.
  - *Documentation: Submit an Event Form provided by the OFSL.*

Chapters must fulfill at least three of the following requirements:

- **Member Development Reflection** – The chapter provides a reflection on membership education, answering the following questions:
  - How are initiated members educated on bystander intervention in terms of sexual assault, alcohol abuse, drug use, and inclusive excellence?
  - Review your recruitment/intake process. Is the chapter successfully developing an inclusive environment? Why or why not? What can be done to improve inclusion in your chapter?
  - How are initiated members engaged in chapter activities? What are your expectations for membership?

- **Fall Chapter Development Event** - Host, co-host, sponsor, or co-sponsor a personal development educational program per semester, with a minimum of 60% attendance of the chapter at each program. Acceptable programs include but are not limited to: Brotherhood/Sisterhood Retreat, leadership development, personal financial management, service learning, career development, campus involvement, social etiquette, values and ethics, etc.
  - *Documentation: Submit an Event or Presentation Form provided by the OFSL.*

- **Spring Chapter Development Event** - Host, co-host, sponsor, or co-sponsor a personal development educational program per semester, with a minimum of 60% attendance of the chapter at each program. Acceptable programs include but are not limited to: Brotherhood/Sisterhood Retreat, leadership development, personal financial management, service learning, career development, campus involvement, social etiquette, values and ethics, etc.
  - *Documentation: Submit an Event or Presentation Form provided by the OFSL.*

- **Outside the Classroom Curriculum (OCC)** – The Chapter will utilize the OCC as a membership development program. This includes 90% of members being registered in the OCC, 50% completing the OCC and being eligible to join the OCC Honorary Society.
  - *Documentation: Members should submit the Involvement Form provided by the OFSL.*
5.) INTERFRATERNALISM

Chapters must fulfill two of the following requirements:

- **Council Programming** – Host a non-alcoholic event with an organization of the same council.
  - *Documentation: Submit an Event Form provided by the OFSL.*
- **All-Greek Programming** – Host a non-alcoholic event with an organization of a different council (NPHC, IFC, & Panhel).
  - *Documentation: Submit an Event Form provided by the OFSL.*
- **Community Programming** – Host a non-alcoholic event with a recognized student organization on campus or an organization in the Pittsburgh community.
  - *Documentation: Submit an Event Form provided by the OFSL.*
6.) Diversity, Inclusion, & Cultural Awareness

Chapters must fulfill the following requirement:

- **Cultural Awareness Education Program** - Host, co-host, sponsor, or co-sponsor a diversity education program, with a minimum of 60% attendance of the chapter at each program. Acceptable programs include but are not limited to: multiculturalism education, racial/ethnic education, LGBTQ education, disability awareness programs, etc.
  - *Documentation: Submit an Event or Presentation Form provided by the OFSL.*

Chapters must fulfill one of the following requirements:

- **Diversity Programming** – Chapter must attend a diversity-related program sponsored by the Office of Diversity & Inclusion, Office of Cross Cultural and Leadership Development, or other University-recognized department or community organization (e.g. the Islamic Center of Pittsburgh).
  - *Documentation: Submit an Event Form provided by the OFSL.*

- **Multicultural Programming** – Chapter must attend a program sponsored by a culturally-based organization (multicultural fraternity/sorority, Black Action Society, Rainbow Alliance, Hillel, etc.)
  - *Documentation: Submit an Event Form provided by the OFSL.*
7.) COMMUNITY SERVICE & PHILANTHROPY

Chapters must fulfill the following requirement:

- **Community Service** – The chapter establishes and encourages a community service requirement for each member of the chapter.
  - *Documentation: Submit a copy of the Community Service requirement and a list of all completed service hours (by member).*

Chapters must fulfill **three** of the following requirements:

- **Chapter Service Project** – At least 60% of the chapter participates in a chapter-wide community service project. This can include the DIY Service Projects sponsored through the Office of PittServes. Please contact Angie Gordon, Assistant Director of PittServes, to coordinate a DIY Service Project for the Chapter ([agordon@pitt.edu](mailto:agordon@pitt.edu)).
  - *Documentation: Submit a summary of the community service project, a list of the members who participated, signed by a representative from the benefitting organization.*

- **Philanthropy Event** – The chapter plans an activity that raises money for a not-for-profit organization.
  - *Documentation: Submit a summary of the philanthropy event and the contribution to the benefitting organization.*

- **Campus Service Involvement- Pitt Dance Marathon** – At least 25% of the chapter participates in PDM either as a dancer, fundraiser, dreamer, and/or member of the student organization.
  - *Documentation: Submit an Involvement Form provided by the OFSL.*

- **Campus Service Involvement- Pitt Make a Difference Day** – At least 25% of the chapter participates in Pitt Make a Difference Day.
  - *Documentation: Submit an Involvement Form provided by the OFSL.*

- **Campus Service Involvement- Dr. Martin Luther King, Jr. Day of Service** – At least 25% of the chapter participates in the Dr. Martin Luther King, Jr. Day of Service.
  - *Documentation: Submit an Involvement Form provided by the OFSL.*
8.) ALUMNI & PARENT ENGAGEMENT

Chapter must fulfill four of the following requirements:

- **Alumni Event** – Chapter hosts an event targeted towards alumni.
  - *Documentation: Submit an Event Form provided by the OFSL.

- **Alumni Newsletter** – Chapter produces an alumni newsletter at least once per semester.
  - *Documentation: Submit a copy of the newsletters.

- **Parent Event** – Chapter hosts an event targeted towards parents/families.
  - *Documentation: Submit an Event Form provided by the OFSL.

- **Greeks Get Real! Program** – At least 25% of chapter members attends at least one program in the Greeks Get Real! professional development program.
  - *Documentation: Attendance sheets to be collected by OFSL at the event.

- **Greek Employer Engagement Event** – At least 25% of qualified chapter members attend the Greek Employer Engagement Event sponsored by OFSL and Career Development & Placement Assistance in the Fall semester.
  - *Documentation: Attendance sheets to be collected by OFSL at the event.
9.) CHAPTER MANAGEMENT

Chapters must fulfill the following requirements:

- Submit a copy of the chapter’s Constitution and By-Laws.
- Submit the Treasurer Report and Budget.
- Submit Chapter Goals and Objectives.
- Submit Officer Contact Sheet.
- Submit electronic grade reports (submitted twice per semester).
- Submit all necessary recruitment/intake and new member education forms to the Office of Fraternity & Sorority Life.
- Schedule and attend a meeting with the Office of Fraternity and Sorority Life each semester.
- Submit evidence of a Chapter Judicial/Standards Board.
- Have at least 90% attendance at Greek 101 each semester.
- Attend President’s Conference.
- Successfully re-register the organization by the deadline with the Student Organization Resource Center (SORC).
10. **OVERALL SELF-ASSESSMENT**

1.) How does your chapter currently demonstrate your organizational values? Please provide examples.
2.) Which category do you feel is your chapter’s biggest strength? Why?
3.) Which category do you feel your chapter needs to most improve? Why?
4.) What has been your chapter’s biggest achievement this year?
5.) What has been your chapter’s biggest challenge this year? What steps have you taken to tackle this challenge?
6.) What is your chapter’s contribution to the Fraternity and Sorority Community, the University of Pittsburgh, the city of Pittsburgh, and the fraternal movement?
7.) How does your chapter create inclusive environments for new members, initiated members, and alumni/ae?

*Chapter leaders should complete the Self-Assessment by turning in a word document that answers each of the applicable questions in paragraph form.*
Cathedral Standards of Excellence
University of Pittsburgh
Presentation Form

**Presentation Information:**
Chapter: ____________________ Date of Submission: ____________________
Date of Session: ______________ Time of Session: ________________
Location: ____________________ Number of attendees: ____________________

**Brief Description of Presentation/Topics:**

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**Presenter Information (if applicable):**
Presenter: ____________________ Email address: ____________________
Phone Number: ______________ Office: ____________________

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Submitting for Category/Requirement: ____________________
Event Information:
Chapter: __________________ Date of Submission: __________________
Date of Event: ______________ Time of Event: __________________
Location: __________________ Number of attendees: ______________

Brief Description of Event:

Co-Sponsor Information (if applicable):
Chapter/Organization: ______________________________

Submitting for Category/Requirement: ________________________
Cathedral Standards of Excellence
University of Pittsburgh
Involvement Form

Organization/Project:______________________________________________

Name of Member(s):______________________________________________

Organization Advisor’s Name:_________________

Organization Advisor’s Email:________________

Chapter:______________________________________________________

Submitting for Category/Requirement: __________________________
Individual Student Cathedral Awards
(To be completed by the nominator)

Award Applied For (Please Mark):
  o Greek Man of the Year
  o Greek Woman of the Year
  o Chapter President of the Year
  o Chapter Officer of the Year
  o Council Member of the Year
  o Rising Star of the Year
  o New Member of the Year (Fall & Spring)
  o Community Pillar Award

Name of Nominee:

Nominated by:

Contribution to the Chapter:

Contributions as a leader (changes or impact as a result of his or her leadership):

Contributions to the Greek community:

Contribution to the University of Pittsburgh community:

Please provide no more than two (2) letters of recommendation by a qualified individual with this nomination.
Individual Advisor Cathedral Awards

(To be completed by the nominator)

Award Applied For (Please Mark):
  o Advisor of the Year
  o Cheryl A. Paul Professional Academic Mentor of the Year

Name of Nominee:

Nominated by:

Contribution to the Chapter [please include his or her role with the chapter (e.g. Chapter Advisor, Risk Management Advisor, Professional Academic Mentor, etc.) in this section]:

Describe this individual’s advisory style:

Describe the impact this advisor has had on your organization:

Please provide no more than two (2) letters of recommendation by a chapter member and/or alumni/ae with this nomination.