

**College of Agricultural
Sciences
ACTS Program**

STAFF DOSSIER

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I. CANDIDATE INFORMATION

- Name
- SPEC title
- SPEC grade
- CJC title
- CJC level
- Current ACTS rank
- Academic degree
- Department
- Unit Leader
- Supervisor
- Date of hire in College

II. POSITION DESCRIPTION STATEMENT

Briefly Describe the candidate's overall major areas of responsibility.

Information should provide an overview of the job responsibilities stated in the candidate's Action Plans.

If the candidate supervises, information should include description of the candidate's level of supervisory responsibilities, including the number supervised.

III. ACTION PLANS/ ACCOMPLISHMENTS

Include copies of candidate's Action Plans and Accomplishments: Gammas need to submit three (3) consecutive years; Betas five (5) consecutive years. Arrange in chronological order beginning in oldest year first.

Each Action Plan should include:

- Individual job responsibilities
- Performance standards for each job responsibility
- Core performance factors related to each job responsibility
- Unit specific factor(s), if appropriate
- Professional development plans that relate to job Responsibilities
- Accomplishments that relate to job responsibilities
- Impacts
- Candidate's signature
- Supervisor's signature

IV. WORK HIGHLIGHTS

Gammas provide a total of 2 - 3 examples and Betas provide 3-5 examples of work related highlights that reflect the candidate's job during the designated period of time (3 or 5 years) to prepare for a rank promotion. Examples could include:

- Research paper
- Conference presentation
- A new service or initiative within the department or college
- A publication
- Quality initiatives
- Workshops
- Videotape
- Grant proposal
- Information Technology Improvement
- New procedure
- Other

V. STAFF REVIEW AND DEVELOPMENT PLANS (SRDP)

Include copies of the completed **Staff Review Section, parts I, II, III, and IV**, (pages 7 and 8), of the SRDP for each year; three years for Gammas and five years for Betas. A separate list of the candidate's overall annual performance ratings for each year should be included on a separate sheet at the beginning of this section of the dossier.

VI. UNIVERSITY/COLLEGE CONTRIBUTIONS AND SERVICES

List committees, organizations, or teams within the university, that the candidate participated. Include the following information for each:

Committee, Team or Organization

- Name of committee, team, organization
- Purpose of committee, team, organization
- Role of candidate on committee, team, organization
- Results of committee, team, organization
- Impact of activities on University/College

Honors and awards or other recognition received for University service, include the following information:

- Name of award
- Purpose of award
- Description of activity recipient demonstrated to receive award

VII. PROFESSIONAL DEVELOPMENT

Provide a list of professional development activities, formal and informal, for each year; three consecutive years for Gammas and five consecutive years for Betas. Activities should reflect those stated in annual Action Plans and any additional ones in which candidate participated. Professional Development Activities could include:

- University undergraduate or graduate courses
- HRDC courses
- Workshops, seminars or conferences
- Teleconferences
- Distance education courses
- Self study courses
- Cross-training for other positions in the work unit
- Fellowships
- Temporary assignments
- Committee and task force assignments
- Serving as a CQI facilitator
- Teaching a class
- Informal, approved internship
- Others

VIII. RECOMMENDATIONS

Upon completion of the dossier, the candidate will forward the three-ring notebook to his/her immediate **Supervisor** for completion of **Form B, Part I**. The supervisor will then forward the three-ring notebook to the **Unit Leader** for completion of **Form B, Part II**.