

ACTS

A STAFF PERFORMANCE
RECOGNITION AND REWARD PROGRAM

PENNSSTATE



COLLEGE OF AGRICULTURAL SCIENCES

Recognize

INTRODUCTION

ACTS, the college's Staff Performance Recognition and Reward program, is for certain staff members in standing appointments in the SPEC and CJC classification plans and fixed-term staff who have been employed in their positions for five years or longer. It is designed to reward outstanding staff employees and provide them with career paths similar to those for extension educators and faculty members in our college. The program has three different ranks. Staff members will be able to advance through these ranks without having their jobs reclassified under the University's classification plans. Candidates for the program must submit a dossier, which will then be reviewed by the staff member's supervisor, unit leader, and the ACTS Peer Review Committee.

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ACTS GENERAL CRITERIA

ACTS is based on the following three criteria, which must be applied in light of the mission of the academic or administrative units and the professional responsibilities of the staff member. The criteria have purposely been made general to apply to all eligible staff employees. The program is based on recognized performance and achievement in each of the following areas, as appropriate to the particular responsibilities assigned to the individual staff member.

Effectiveness—ability to perform and maintain performance expectations of the individual's position responsibilities. Continually demonstrates competence and capacity for attaining results and growth and improvement in all aspects of the position.

Accomplishments—consistent competence demonstrated through performance of stated action plan objectives that result in high-quality outputs and results. Plans and initiates process improvements and services that contribute to the betterment of the unit's mission.

Service—to the University and the profession; participation in University, college, and department affairs; competence in extending specialized knowledge to the University and college. Contributes to the quality improvement of services and support. Actively participates in professional societies or organizations.

KEY FEATURES OF THE PROGRAM

- It creates a three-level ranking system for certain staff members in standing appointments in the SPEC and CJC classification plans and fixed-term staff who have been employed in their positions for five years or longer. The three ranks, from highest to lowest, are alpha, beta, and gamma.
- Each staff member is assigned a rank. The initial ranks are determined by the individual staff member's progression into the appropriate University staff salary schedule for the employee's grade or competency level.
- Employees can attain an ACTS rank promotion within their current SPEC grade or CJC level—from gamma to beta, and from beta to alpha.
- The ACTS program follows a peer-review process similar to that used in the extension educator promotion system.
- The Penn State staff salary schedules and the annual general salary increase program guidelines are used to determine pay progression within the ACTS program.

- The ACTS program is tied closely to Penn State's Staff Review and Development Plan (SRDP). Core and unit-specific factors, performance standards, action plans, key result areas, and employee development are central to the program (see Table 1).
- The SPEC and CJC systems will continue to be used to evaluate positions, not to reward or recognize performance.

ACTS REVIEW PROCESS

1. Eligible staff member submits dossier to supervisor.
2. Supervisor reviews and submits dossier and his/her recommendations to unit leader.
3. Unit leader reviews dossier and submits it with his/her recommendations and supervisor's recommendations to the ACTS Peer Review Committee.
4. ACTS Peer Review Committee reviews dossiers, makes recommendations, and submits them to the dean for approval.
5. Dean reviews committee's recommendations and makes final decisions.
6. All dossier material must be reviewed at each step.

COLLEGE ACTS PEER REVIEW COMMITTEE

- The committee consists of nine members who represent academic and administrative units with appropriate cross-section of job families represented:
 - four from the academic units,
 - three from nonacademic units, and
 - two alternates.
- Committee members are appointed by the dean.
- Alternates rotate onto the committee.
- Members are expected to serve a three-year term.
- Committee elects a chair and chair-elect.
- Seven votes are cast for each candidate's dossier.

TAB
THE COLLEGE OF AG
ACTS PERFORMANCE

The college's staff recognition and reward program is designed for certain staff mem
fixed-term staff who have been employed in their positions for five years or longer,

ACTS Rank	PERFORMANCE RECOGNITION PATH	PERFORMANCE FACTORS
	Preparation Phase	Demonstrates SRDP Performance Factors
Gamma	Gammas must prepare three consecutive years of performance documentation to be eligible to apply for Beta rank.	Recognizes and understands importance of core and unit-specific factors (USF) and displays efforts to integrate them into aspects of job.
Beta	Betas must prepare five consecutive years of performance documentation to be eligible to apply for Alpha rank.	Continuously displays commitment to all core and USF. Creates situations to broaden and enhance opportunities to integrate core factors into all aspects of job.
Alpha		Continuously displays outstanding level of achievement in incorporating all core and USF into aspects of job. Excels in creating new approaches to integrating core factors into job responsibilities. Results of efforts have positive effect on the department, college, and/or University.

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 AGRICULTURAL SCIENCES
 RECOGNITION CRITERIA

Members in standing appointments in the SPEC and CJC classification plans and whose primary role is administrative, coordinator, technical, or supervisory.

PERFORMANCE REQUIREMENTS		STAFF DEVELOPMENT
Performance	Key Results Area	SRDP
Performance Level and Results	Key Results Area Competency Level	Action Plan
Meets expectations. Performs at satisfactory level. Results of efforts have acceptable impact.	Evidence of competency in key results area. Keeps current in areas of job responsibilities.	Continuously establishes performance standards and developmental plans that enhance professional competency and departmental effectiveness.
Exceeds expectations. High level of competency. Evidence of positive change and progress as result of efforts.	Evidence of growing competency in key results area. Is gradually being seen as an expert in more areas of job responsibilities.	Continued evidence of efforts to improve professional competency. Continuously makes efforts to exceed performance standards and to exceed expectations as indicated in the Action Plan.
Significantly exceeds expectations. Outstanding level of competency. Evidence of positive change in areas beyond normal areas of responsibilities. Impact of all efforts is excellent.	Evidence of outstanding level of competency in key results area. Keeps current in fields of expertise and is recognized as an expert in all areas of responsibilities. Provides leadership in the work unit and develops methods to continuously improve departmental performance and overall effectiveness in the department, college, and/or University.	Continuously establishes and exceeds performance standards and developmental plans as agreed upon in the action plan. Implements new ideas and procedures to improve the overall effectiveness of the department, college, and/or University.

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