

**Individual Committee Member Dossier Evaluation  
ALPHA RANK  
2009**

Candidate's Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_ Proposed Rank: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Reviewer – Check one       Yes       No

**RECOMMENDATION - Check one**

**Yes**, recommended for promotion to ALPHA rank

**No**, not recommended for rank promotion

Candidate **must** wait until \_\_\_\_\_ to reapply.  
(year)

The ACTS Peer Review Committee considers the following ACTS Program Criteria and ACTS Performance Recognition Criteria for Gammas and Betas when reviewing each dossier. The results of the Committee’s review of your dossier are attached.

**ACTS Program Criteria\***

	1	2	3	4	5
1) <b>Effectiveness</b> - ability to perform and maintain performance expectations of the employee’s position responsibilities and continually demonstrate competence and capacity for attaining results, growth and improvement in all aspects of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) <b>Accomplishments</b> - 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) <b>Service</b> – to the University and the Profession; participates 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*1 indicates very weak  
\*5 indicates very strong

**ALPHA PERFORMANCE RECOGNITION CRITERIA\***

**Candidate:**

**Rank applied for:** Alpha

**Year:** 2009

	1	2	3	4	5
• Continuously displays an outstanding level of achievement in incorporating all SRDP core and unit specific factors into the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Results of the candidate’s efforts have a positive effect on the department, the College, and/or the University.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence of outstanding level of competency in key result areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Excels in creating new approaches to integrating core factors into position responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates an outstanding level of competency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows evidence of positive change in areas beyond normal areas of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Impact of efforts is excellent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Keeps current in field of expertise and is recognized as an expert.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Provides leadership in the work unit and develops continuous improvement methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Implements new ideas and procedures to improve the overall effectiveness of the department, College and/or the University.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Continuously establishes and exceeds performance standards and development plans as agreed upon in the Action Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Significantly exceeds expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*1 indicates very weak

\*5 indicates very strong

## ***Individual Committee Member Dossier Evaluation***

(Check appropriate items that relate to each section of the Dossier)

**Candidate:**

**Rank applied for:** Alpha

**Year:** 2009

### **Action Plans/Accomplishments**

- More details needed to describe:
  - Job responsibilities
  - Performance standards
  - Accomplishments
  - Impacts
- Need specific documentation to indicate that performance standards were accomplished.
- Accomplishments need to relate to performance standards.
- Appropriate format not followed.

### **Work Highlights**

- More information needed to describe:
  - Work Highlights
  - Role of Candidate
  - Results
  - Impacts
- Appropriate format not followed.

### **SRDP**

- Follow through on supervisor's recommendations stated in the Staff Review section.
- SRDP ratings do not reflect sustained excellence.

***Individual Committee Member Dossier Evaluation***

**Candidate:**

**Rank applied for:** Alpha

**Year:** 2009

**University/College Contributions, Services and Awards**

- \_\_\_ More information needed to describe:
  - \_\_\_ Purpose of committee, team, service etc.
  - \_\_\_ Role of candidate
  - \_\_\_ Results of committee, team, service etc.
  - \_\_\_ Impact of committee, team, service etc.
- \_\_\_ Need more involvement in activities outside work unit.
- \_\_\_ Appropriate format not followed.

**Honors and Awards**

- \_\_\_ More information needed to describe:
  - \_\_\_ Name of award/honor
  - \_\_\_ Purpose of award/honor
  - \_\_\_ Description of activity recipient demonstrated to receive honor/award
- \_\_\_ Appropriate format not followed.

**Professional Development**

- \_\_\_ Follow through on supervisor's recommendations in SRDP.

*Individual Committee Member Dossier Evaluation*

**Candidate:**

**Rank applied for:** Alpha

**Year:** 2009

**Overall Comments on Dossier:**

Strengths

Suggestions for Improvement