

**Individual Committee Member Dossier Evaluation
BETA 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 BETA 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) Effectiveness - 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) 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Service – 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

BETA PERFORMANCE RECOGNITION CRITERIA*

Candidate:

Rank applied for: Beta

Year: 2009

	1	2	3	4	5
• Continuously displays commitment to all core SRDP factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Creates situations to broaden and enhance opportunities to integrate core factors into all aspects of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Exceeds expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates a high level of competency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows evidence of positive change and progress as a result of efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows evidence of growing competency in key result areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Candidate is gradually being seen as an expert in more areas of job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrates continued evidence of efforts to improve professional competency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Continuously makes efforts to exceed performance standards and to exceed expectations as indicated in the Action Plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Individual Committee Member Dossier Evaluation

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

Candidate:

Rank applied for: Beta

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: Beta

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: Beta

Year: 2009

Overall Comments on Dossier:

Strengths

Suggestions for Improvement