Performance Criteria

Quality:
Achieves goals reflecting a high standard and degree of excellence. This criterion is characterized by successful completion of identified projects, programs, goals and objectives in a manner, which exemplifies success, creativity, innovation, leadership, organizational abilities, problem solving, judgment and planning.

Quantity:
Achieves high volume of completed projects, programs, goals and objectives that have a positive impact on the institution that is in alignment with overall strategic initiatives.

Planning and Timeliness:
Plans and prioritizes initiatives in support of organization goals to meet objectives and deadlines.

Resource management:
Manages the organization’s resources, including all financial, technological, human and material resources, in an efficient and effective way to maximize results. Exercises accountability, transparency and effectiveness in resource management and use.

Interpersonal impact:
Promotes collegiality, cooperation, consideration and goodwill amongst colleagues, peers, subordinates and critical constituents in a positive work environment. Understands and fosters effective working relationships with internal and external constituencies. Supports, mentors and develops subordinate faculty and staff.

Decision-making:
Understands the impact of a decision by soliciting feedback and gathering information to provide timely direction in the achievement of goals and objectives.

Equal opportunity/affirmative action/gender equality:
Demonstrates commitment to the University’s goals of diversity, equity, equal opportunity, and affirmative action.
The following performance rating scale shall be applied:

Exceptional: Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility and either:
   1) Included the completion of a major goal or project, or
   2) made an exceptional or unique contribution in support of agreed upon unit, department, or University objectives.
This rating is achievable by any employee though given infrequently.

Exceeds Expectations: Performance consistently exceeded expectations in all essential areas of responsibility and the quality of overall work was excellent. Annual agreed upon goals and objectives were met.

Meets Expectations: Performance consistently met expectations in all essential areas of responsibility and the quality of overall work was very good. The most critical annual agreed upon goals were met.

Does Not Meet Expectations: Performance failed to meet expectations in essential areas of responsibility and/or the most critical agreed upon goals were not met.