

Individual Annual Reports for UUP Professionals

May 27, 2008

IAR - Purpose

- UUP DSI Review Committee was created
- Recommended new DSI process for Professionals – Created a report available online
- http://www.cortland.edu/hr/Policies/Prof_DSI_Report.pdf
- Self nomination for DSI awards are no longer required
- All UUP professionals are considered for DSI

IAR - Purpose

Starting this year – all UUP professional employees will be required to prepare an individual annual report (IAR) of their specific accomplishments and contributions to their department, division, and to the College which will be utilized in two ways:

- To be submitted to the department head for use in completing the required departmental annual report; and
- to be used in conjunction with their most recent completed evaluation and performance program as submission for DSI.

This report will close the gap between the most recent evaluation and the time period for DSI

Criteria

In conducting an evaluation pursuant to DSI salary adjustment, evaluators shall consider, but shall not be limited to the following criteria:

- A. **Effectiveness in Performance** - As demonstrated by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.
- B. **Professional Ability** - As demonstrated by invention or innovation in professional, scientific, administrative, or technical areas.
- C. **Effectiveness in University Service and Continuing Growth** – As demonstrated by such things as successful committee work, participation in local campus and University governance, and involvement in campus or University-related student or community activities, continuing education, participation in professional organizations, enrollment in training programs, and research. Also as demonstrated by degrees, licenses, honors, awards, and reputation in professional field.

Examples - Effectiveness in Performance

- Developed and implemented new initiatives or services that had a significant and positive impact on the department, division, or College (e.g., research and implementation of new technology such as Banner, On-Base document imaging, etc., research, development, and implementation of new programs/presentations).
- Coordinated and implemented new initiatives or services required of the College that had a significant and positive impact on the department, division, or college. (e.g. HIPAA compliance implementation, new SUNY mandates, new Federal or State mandates)
- Made self available “above the call of duty” without additional compensation while maintaining an exceptional level of performance of daily duties and responsibilities. (e.g. making oneself available to assist with a student crisis outside of normal course of responsibilities, routinely available outside of normal obligation to assist with college programs, events, emergencies, etc., makes a significant and recognizable contribution to a student in need or in crisis.)

Examples - Effectiveness in Performance

- Based on demonstrated knowledge and effectiveness within his/her job, assumed significant responsibilities in activities that advanced the cause(s) of SUNY Cortland that fell outside of the individual's area of responsibilities without additional compensation. (e.g. orientation, specific campus groups or committees, delivered training or informational sessions, assisted with a departmental assessments or audit and provided guidance.)
- Responsible for and coordinated an audit/accreditation/etc. from an outside entity (i.e. SUNY, Federal, State, or Local entity) of areas of responsibility which received high accolades for compliance.
- Significant accomplishment within the performance of duties (e.g. winning a championship, etc.).

Examples – Professional Ability

- Made significant contributions to successfully address a crisis or to mitigate a potential crisis (e.g. resolved computer/network problems or failures, resolved shortages of housing, classroom space, etc., through creative and innovative approaches, led initiative to conserve and save energy which resulted in significant savings or resolution.)
- Effectively coordinate and communicate cross departmental or divisional goals or objectives which result in a collaborative accomplishment. (e.g., admissions and athletics coordinating recruiting efforts resulting in positive impact for both units, student affairs and academic affairs collaborating on an effort to increase faculty/student relationships outside of the classroom).

Examples – Effectiveness in University Service and Continuing Growth

- Active participation in college and college related student or community activities/groups which have a positive impact while maintaining an exceptional level of performance with daily duties and responsibilities. (e.g., advising a group, search committees, boards, Faculty Senate, etc.)
- Pursued and achieved degrees, certifications, licenses, etc through continuing education or other formal training that enhances the qualifications of the individual in his or her current position.
- Willingly assumed additional responsibilities on a temporary basis without additional compensation while maintaining an exceptional level of performance with daily duties and responsibilities.
- Received recognition by professional, state, and/or national organizations for activities and services to the organization, profession, and/or other group.

IAR – Suggested Layout

IAR should consist of the following:

- Less than 2 pages
- Use bullets whenever possible – avoid narratives
- Quantifiable – data driven when possible
- Be specific – objective
- Confer with your supervisor for specifics

IAR – Suggested Content

- A review of your performance against the 3 primary Criteria of performance – (include data when possible)
 - Effectiveness in Performance
 - Professional Ability
 - Effectiveness in University Service and Continued Growth
- Attainment and/or progress toward established short and long term goals of performance program
- Successes
- Failures or Areas needing improvement and action plan for such

IAR – Suggested Content

- Efforts/actions to further the strategic plan of the College
- Any new initiatives started or completed
 - Review of impact on the services provided
 - Review of success and/or failures of the initiatives
- Any assessment activities and results
- Actions implemented to make us more user friendly