

# DSI SUPPLEMENTAL RATING FORM

## FORM AND INSTRUCTIONS FOR SUPERVISORS OF UUP PROFESSIONALS

---

### GENERAL STATEMENT OF PHILOSOPHY REGARDING DSI FOR PROFESSIONALS

#### A. The Employee

The premise of DSI is that monetary recognition shall be awarded in the form of adjustments to the basic annual salary of professional staff members. This should be consistent with an appropriate and objective appraisal of the extent and direction in which each professional employee has met his/her professional obligation.

#### B. The College

The administration shall take the opportunity to exercise its leadership by rewarding monetary recognition in the form of Discretionary Salary Increase (DSI) to the basic annual salary of professional staff members. DSI funding is designed to promote excellence in professional service by recognizing and rewarding exceptional performance in individuals who have performed at the highest level within their identified duties and have gone above and beyond those duties. It is understood that there is an institutional expectation that all employees will demonstrate excellence in the daily performance of their duties and responsibilities.

---

### PROCEDURES

1. All UUP professional employees will be required to prepare an individual annual report/self evaluation of their specific accomplishments and contributions to their performance program, department, division, and to the College. This document should be clear and concise. There is no specified format for this document at this time. This document shall be submitted to the immediate supervisor.
2. This self evaluation/IAR's due date will be announced on an annual basis but shall typically be due by June 1<sup>st</sup>.
3. The immediate supervisor shall then do one of the following:
  - i. If the employee is permanent and is on the permanent evaluation cycle of July 1 to June 30 annually, the immediate supervisor is not required to perform any additional review. The employee's annual evaluation will serve as the supervisor's DSI rating. The evaluation along with the employee's IAR/self evaluation is submitted up through to the respective vice president, or;
  - ii. if the employee is not on the permanent evaluation cycle, the immediate supervisor shall complete this DSI Supplemental Rating Form. This supplemental rating form will then be submitted along with the employee's most recent evaluation, current performance program, and IAR/self evaluation to the respective vice president.
4. Individual vice presidents determine the awards granted for their division. Vice presidents will involve members of the management staff (associate vice presidents, etc.) in their divisions in any way they determine appropriate, given the organizational structure of the respective divisions.
5. The President designates final DSI award recipients and amounts.
6. Decisions of the vice presidents are final and not subject to any appeal.

**SUPERVISOR'S SUPPLEMENTAL  
DSI RATING FORM**

EMPLOYEE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE/DEPARTMENT: \_\_\_\_\_ DSI PERIOD: July 1, 20 To: June 30, 20

IMMEDIATE SUPERVISOR/TITLE: \_\_\_\_\_

---

**PART 1:**

The employee will be rated on a scale of 1 (*unsatisfactory*) to 5 (*outstanding*). A description for each rating is provided below. Please take careful consideration when assessing the employee's performance.

- 1- *Unsatisfactory*: employee does not meet minimum job requirements
- 2- *Marginal*: employee meets some job requirements, but improvement is necessary
- 3- *Good*: employee effectively meets all job requirements
- 4- *Excellent*: employee meets and often exceeds job requirements
- 5- *Outstanding*: employee consistently exceeds job requirements
- N/A *Not Applicable*

**EFFECTIVENESS IN PERFORMANCE – Weighted Percentage %**

Dependability and reliability (Ability to trust the individual with duties that have been assigned to him/her; responds to messages/inquiries in a timely fashion.)

1      2      3      4      5       N/A

Initiative and Flexibility (the degree of skill in adjusting to changing conditions and work needs; the extent to which he/she develops ideas and implements them.)

1      2      3      4      5       N/A

Job Knowledge (The extent to which the individual is current and accurate in knowledge and practices related to responsibilities of his/her position.)

1      2      3      4      5       N/A

Quality of Work (The extent to which the individual's work is accurate, thorough, consistent, clear, and of high merit.)

1      2      3      4      5       N/A

---

**PROFESSIONAL ABILITY - Weighted Percentage %**

Communication (The individual effectively conveys what he/she needs and expects from others within the department and with those from other areas.)

1      2      3      4      5       N/A

Leadership (His/her opinions and contributions are highly respected by the department; others seek his/her advice, may demonstrate necessary skills to be a leader.)

1      2      3      4      5       N/A

Planning and Organization (Ability to plan work, set priorities and goals, and meet deadlines.)

1      2      3      4      5       N/A

Creativity (Ability to execute responsibilities and approach problems in new, innovative, and original ways.)

1      2      3      4      5       N/A

---

**EFFECTIVENESS IN UNIVERSITY SERVICE AND CONTINUING GROWTH -      Weighted Percentage      %**

Contributions to the college and college community. (The extent to which the individual is committed and dedicated to the college; the effort put forth to better the college and college community, e.g. committee work and/or campus events)

1      2      3      4      5       N/A

Professional Development (The extent to which the individual is committed to professional growth. For supervisory level employees, the extent to which he/she fosters professional growth among his/her staff. This may include new degrees earned, licenses, honors, and awards.)

1      2      3      4      5       N/A

**PART 2:  
ADDITIONAL SUPERVISOR COMMENTS (if applicable):**

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE