

**TALKING POINTS
FOR
APPRAISAL AND DEVELOPMENT (ADP) PLANS**

General Points

Purpose of the ADP:

- Establish objectives/job duties, performance standards, and appraisal periods.
- Identify key organizational values, expected behaviors, and relevant competencies.
- Develop employees for successful achievement of the next level of responsibility.
- Identify less than competent performance and specific objectives for improvement

A good ADP provides the employee an opportunity to:

- Contribute to the mission and strategic plan of the university.
- Demonstrate integration of personal skillsets with university objectives.
- Conduct and lead behavioral changes that reflect university priorities, enhance inclusive problem solving, and model fiscal stewardship.

Rewards for consistently high marks on the ADP include:

- Recognition for excellence.
- Leadership of strategic/significant committees and events.
- Consideration for advancement to next levels of responsibility.
- Opportunity for salary adjustment after three consecutive years of a 4.5 or higher ADP rating.

Diversity and Inclusion Points

Why do we need diversity objectives in the ADP?

- There is a personal benefit, beyond objective achievement, to be gained from one's capacity to lead and be led by diverse people, perspectives, and ideas.
- Inclusive excellence is an overarching and enduring commitment of MSU.
- Creation of a more diverse campus depends heavily upon individuals across campus developing a much higher degree of cultural competence, and the institutionalization of this expectation through systemic efforts of leaders at all levels to identify and hold employees accountable for associated behaviors.
- Supervisors will benefit from an array of relevant and measurable staff objectives that support/advance university objectives found in all six strategic directions of the MSU strategic plan.
- In order to reach the diversity-related goals set out in the University's Long Range Strategic Plan, the responsibility must be shared, and it should be incumbent upon all employees to direct their energies toward implementation of that Plan.

Points to note:

- This ADP is for use in calendar year 2012 and beyond. 2011 ADP remains intact.
- A review and revision (if necessary) of supervisory training will be completed to support proper monitoring and scoring of diversity and all other objectives.