

Position Expectation Statements by Suggested Paygrade

Paygrades 4-8: General

Civil and Respectful Interactions

Demonstrates respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, coworkers, and customers; constructively brings forward workplace concerns to coworkers and/or supervisor.

Diversity and Inclusion

Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.

Leadership Accountability

Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.

Learning and Professional Development

Seeks opportunities to enhance one's own professional knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development.

Paygrades 9-14: Managerial

Civil and Respectful Interactions

Establishes and maintains standards of collaborative interaction among peers and employees that is characterized by respect, honesty and service; assures that all unit members are held to similar standards and ethics; constructively manages conflict.

Diversity and Inclusion

Manages the talents, strengths and behaviors of each individual in a diverse work group, while providing each employee with the opportunity to contribute to the goals of the unit. Works to assure that all employees are respected and treated consistent with University policies in regard to equal employment opportunity and diversity.

Leadership Accountability

Inspires and motivates others to high performance by exercising strong stewardship of University resources, setting expectations, measuring success through individual performance evaluations, and driving organizational results.

Learning and Professional Development

Identifies opportunities for and creates development plans that encourage employees to attend to the growth of their personal and professional capacity; engages self and staff in collective reflection of the University's greater role in society.

Paygrades 15 and above: Executive

Civil and Respectful Interactions

Models and promotes systems change across campus to promote professional conduct and behavior of the highest integrity, exhibiting utmost respect for all members of the University community; demonstrates consistency of action and purpose with unquestionable forthrightness; constructively manages conflict.

Diversity and Inclusion

Establishes policies and programs that demonstrate a commitment to an inclusive environment that attracts and retains a diverse workforce and nurtures a culture where every employee feels valued and is able to function at his/her best. Assures that all leaders are accountable for developing and maintaining a diverse and inclusive work environment.

Leadership Accountability

Communicates expectations and provides support and resources that are in alignment with the vision and strategic planning of the University to foster creativity and innovation in the workplace.

Learning and Professional Development

Creates a culture of continuous learning through strategic planning, shared governance, innovative best practices, and the promotion of knowledge development; provides resources for and establishes expectations that managers and supervisors will act as stewards of employees' professional development.