

## Competency Award MSUE Program Associates

The Competency Award recognizes a program associate for an in-depth understanding of his/her position (subject matter), a high level of skill in delivering the content and the achievement of expected outcomes, all demonstrated over a lengthy period of time. In other words, a program associate earns the Competency Award through extended meritorious performance for MSUE. A base salary adjustment of \$1,800 (full-time equivalent) accompanies the selection of a program associate for the Competency Award.

### **Eligibility:**

To apply for the Competency Award, program associates must have 36 months in the program associate classification for which application for the competency award is made.

### **Criteria:**

All criteria must be met at an acceptable level, and a majority must be met at a meritorious level.

1. High level of subject matter knowledge: up-to-date and proficient understanding of the position's subject matter.
2. Advanced delivery skills: utilizes a variety of teaching techniques appropriate to audience.
3. Consistent achievement of expected outcomes: successful accomplishment of work plan and productivity goals.
4. Reliability: consistently meets deadlines and satisfies attendance standards.
5. Demonstrated support of diversity/multiculturalism: incorporates diversity/multicultural principles in programming; uses appropriate materials with diverse audiences.
6. Cooperative attitude: demonstrates positive interpersonal skills with MSUE staff members, clients and people in organizations outside MSUE; works to resolve conflicts constructively.
7. Has demonstrated meritorious performance over an extended period of time: previous three performance appraisals are satisfactory or higher; learns from written/verbal feedback to improve performance; shows consistent interest in learning more about subject matter and delivery.

### **Procedure:**

1. The program associate completes the Competency Award application. Include copies of the last three performance appraisals.
2. The program associate submits the Competency Award application to the immediate supervisor and the county director for recommendation. Input from other sources - e.g., regional coordinator - may be gathered at this step, as appropriate.
3. The Competency Award application is submitted to the appropriate regional director for

- recommendation.
4. The Competency Award application is submitted to the chair of the Competency Award Committee on or before August 1. The Competency Award Committee is chaired by the appropriate MSUE assistant vice provost/associate director. Its membership consists of two state staff members and two off-campus non-academic staff members. The off-campus non-academic staff members should be competency award recipients when this becomes possible. The academic and non-academic staff members serve two-year terms; they may be reappointed.
  5. The committee reaches a decision -- to grant the Competency Award or not to grant the Competency Award -- by majority vote.
  6. The applicant is notified of the decision in writing with a brief description of the rationale for the decision.
  7. The Competency Award Committee's decision is final.
  8. The application deadline is August 1.

Questions can be addressed to the ANR Human Resources office (517/353-9108;  
[anrper@msu.edu](mailto:anrper@msu.edu))

MSUE  
Program Associate Competency Award  
Application

Name: \_\_\_\_\_ County: \_\_\_\_\_ Region: \_\_\_\_\_ Date: \_\_\_\_\_

Title: PA I \_\_\_\_\_ PA II \_\_\_\_\_ PA III \_\_\_\_\_ Hire Date: \_\_\_\_\_

Check the programs with which you work: BSF \_\_\_\_\_ BFI \_\_\_\_\_ EFNEP \_\_\_\_\_ FNP \_\_\_\_\_ 4-H  
\_\_\_\_\_ Peer Education \_\_\_\_\_ ANR \_\_\_\_\_ Com. Econ. Dev \_\_\_\_\_ Other (specify) \_\_\_\_\_

**Procedure**

1. The program associate completes the Competency Award application and attaches copies of his/her last three performance appraisals. The application will not be considered if the performance appraisals are not included.
2. The program associate submits the Competency Award application to the immediate supervisor and the county director, if the county director is not the immediate supervisor for recommendation. Input from other sources -- e.g., regional coordinator -- may be gathered at this step, as appropriate.
3. The Competency Award application is submitted to the appropriate regional director for recommendation.
4. The Competency Award application is submitted to the appropriate MSUE assistant vice provost/associate director for review by the Competency Award Committee. The application must be submitted on or before August 1.
5. The Competency Award Committee grants/doesn't grant the Competency Award and informs the applicant in writing.
6. The Competency Award Committee's decision is final.

**Criteria**

1. High level of subject matter knowledge: up-to-date and proficient understanding of the position's subject matter; consistently demonstrated initiative in developing a high level of understanding of current position-related information.
2. Advanced delivery skills: utilizes a variety of teaching techniques appropriate to audience.
3. Consistent achievement of expected outcomes: successful accomplishment of work plan and productivity goals.
4. Reliability: consistently meets deadlines and satisfies attendance standards.
5. Demonstrated support of diversity/multiculturalism: incorporates diversity/multicultural principles in programming; uses appropriate materials with diverse audiences.
6. Cooperative attitude: demonstrates positive interpersonal skills with MSUE staff members, clients and people in organizations outside MSUE; works to resolve conflicts constructively.
7. Demonstrated meritorious performance over an extended period of time: previous three performance appraisals are satisfactory or higher; learns from written/verbal feedback to improve performance; shows consistent interest in learning more about subject matter and delivery.

Please indicate how your performance has consistently met each of the above criteria and for what period of time. Where appropriate, please give examples illustrating how you met each of the criteria and/or provide documents showing the same.

Please limit your total response to the equivalent of three to five double-spaced pages, preferably typed.

**Immediate Supervisor/County Director Recommendation**

The above description is accurate and complete.

Comments:

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
County Director

\_\_\_\_\_  
Date

Comments:

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date