Targeted Outcome for Other Job Duties
Performance in other job duties or responsibilities that are not specifically addressed in targeted outcomes and are determined by primary supervisor is evaluated as:

Unacceptable: Consistently performs below the level of expectation defined for these duties.
Marginal: Occasionally performs below the level of expectation defined for these duties.
Satisfactory: Performs at the level of expectation defined for these duties.
Very Good: Occasionally performs above the level of expectation defined for these duties.
Outstanding: Consistently performs above the level of expectation defined for these duties.

This is an optional targeted outcome (TO) that can be used when significant responsibilities that faculty perform are not included in their established TOs. Effort should be focused on writing meaningful TOs which address the majority of your duties and limiting the use of this TO.

Other job duties are those duties not already addressed in TOs; they include routine job duties as well as unplanned or unmeasurable duties performed by the individual during the year. The weight of this outcome is negotiable with the supervisor and can range from 0% - 50%, depending on the individual’s job description and the negotiated weighting of the other TOs. The intent is to provide a mechanism for rewarding an individual for job duties or responsibilities that are not amenable to being addressed as a TO. If the faculty member and supervisor determine that all responsibilities are addressed in the TOs, this outcome does not need to be used.

The following are some examples of job duties or responsibilities that could be included in this outcome: service on committees, contributions to program or professional activities, administrative tasks, small teaching assignments, informal mentoring, and other activities that cannot be defined or measured in a targeted outcome but are important contributions for which recognition is deserved.

Faculty will need to discuss, agree, and document the responsibilities that will be addressed in this goal with their supervisor. It is important to note that responsibilities/duties in this category could begin any time during the year, and the impact on approved targeted outcomes should be discussed with supervisors.