

ELEMENTS COLLEGE SUCCESS MANAGER (CSM)

Roles & Responsibilities Checklist

KNOWLEDGE

Annual Performance Reviews:

- Process at the college, school, and dept. level.
- Timeline of submitting documentation, the feedback loop, and close-out.
- What faculty are expected to document across teaching & learning or mentorship; scholarship or publications; engagement or service; and grants.

Best practices in educating and communicating with the Elements community.

Faculty norms and how they impact processes within the college/departments.

SKILLS, ABILITIES & DUTIES

Drive adoption of claiming or rejecting and adding activities:

- Includes the following areas of Elements: Scholarly & creative works, grants, service, and teaching & learning.
- Provide support when a faculty has difficulty navigating the platform and/or uploading or updating information.

Work with senior leadership and faculty in your college to:

- Execute high-quality, annual performance evaluations of faculty via Elements.
- Develop effective and transparent policies, rules, and procedures for annual performance evaluations to be conducted within Elements.

Create and/or adapt university-level training materials to the needs of your college's faculty:

- Ensure that faculty are aware of which activities must be input into the activity areas (teaching, grants, engagement, and scholarship) for the purposes of being utilized for annual performance evaluations.
- Design and present training programs.

Attend and contribute to the university-wide 'College Success Managers' meetings. Identify and determine problems, analyze information, and implement solutions related to enterprise-reporting tools.

ATTITUDES & DISPOSITIONS

Commitment to maintaining confidentiality, fostering trust with all parties, and projecting a positive, customer-centered attitude.

High levels of commitment to data integrity and collaboration.

Exceptionally organized and excellent time-management skills.

Provide constructive feedback in a timely and respectful manner.