



2023 Performance Appraisal

Employee

First Name: * Pamela Last name: * Dart Email: * dartp@canisius.edu
 Title: Programmer Analyst/ITS ID: 89841

Supervisor

First Name: Secure Last Name: ITSPROG Email: itsprog@canisius.edu

Years in above title at Canisius * 10

ACADEMICS: Displays commitment to academic success of student-athletes. Actively supports the SA's graduation goals. Works collectively with Griff Center and supports study center requirements. Takes an active role in fostering the academic success and graduation of student-athletes.	Exceptional Performance
BUDGET AND FINANCIAL MANAGEMENT: Plans and utilizes operating and salary budget according to department procedures and NCAA regulations. Monitors budget and expenses and ensures timely turnaround of team credit cards and expense reimbursements. Keeps program within expense budget parameters and meets agreed revenue goals.	Exceeds Expectation
STUDENT-ATHLETE MANAGEMENT: Treats student-athletes professionally, respectfully, and courteously. Where appropriate, commits to the development of people and practice. Discusses and recommends solutions to any potential problems. Responds actively and sensitively to the needs of the student-athletes. Perceived as a fair and consistent leader. Promotes freedom from drugs and alcohol.	Meets Expectations
ATHLETIC SUCCESS: Improves teams and individual sports records consistently. Win/Loss record within conference and against non-conference opponents illustrates yearly improvement.	Improvement Required
RECRUITING: Uses available resources to effectively recruit student-athletes with strong personal characteristics that are capable of academic and athletic success. Has a recruiting plan in place to recruit locally, regionally, nationally and internationally (where applicable) that adheres to budget outlines currently in place.	Unsatisfactory Performance
FUNDRAISING: Successfully implements a fundraising plan that achieves annual fundraising goals set by administration. Is creative in utilizing multiple vehicles to solicit funds and build a solid financial foundation for sport program. Uses funds appropriately.	Unable to Rate
LEADERSHIP: Communicates skillfully with colleagues, subordinates and student athletes. Maintains self-control and sets an example for sportsmanlike conduct in their relationship with team, officials, administration and opponents in victory or defeat. Provides clear direction of responsibility and authority. Attends and contributes to department meetings and functions.	Exceptional Performance
COMMUNITY/ PUBLIC RELATIONS: Actively supports student-athlete participation in community outreach programs. Develops and maintains positive relationship with interested segment of the community. Actively engages in public speaking opportunities throughout the year to promote sport, department and university	Exceeds Expectation
NCAA RULES/ COMPLIANCE: Adheres to MAAC, AHA and NCAA rules. Attends all internal compliance meetings, adheres to departmental policies, and completes paperwork and reports on time. Successfully passes the NCAA rules exams.	Meets Expectations
VISION/ STAFF DEVELOPMENT: Ability to assemble a qualified and professional coaching staff. Ability to plan and develop the sport through long term planning and implementation of plan. Continually develops staff through additional responsibility, transfer of knowledge and promotion. Works in collaborative effort with all department areas; external affairs, athletic communications, sports medicine, business office, ticket office, etc.	Improvement Required
EXTERNAL CONSTITUENTS: Works in collaborative effort with all department areas; external affairs, athletic communications, sports medicine, business office, ticket office, etc. Engages successfully with faculty, staff and student body (where appropriate). Provides community outreach opportunities for self, staff and student-athletes	Unsatisfactory Performance

REVIEW OF ACHIEVEMENTS	COMMENTS
Summarize the goals you achieved last year.	goals
What goals were not achieved?	goals not achieved

GOALS	COMMENTS
Identify your goals and objectives for the upcoming year.	goals for next year

PROFESSIONAL DEVELOPMENT	COMMENTS
What professional development activities did you participate in last year? (Including Diversity, Equity and	prof dev

Inclusion activities)
 What professional development opportunities would you like to pursue?

Employee Comments:

comments

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Pamela Dart

Signature

05/18/2023

Date

To Be Completed by Supervisor:

Win/Loss Record For Current Season:	* 1/23	Conference Record:	* 2
Conference Place Finish:	* 3%	Win/Loss Percentage (Current Season)	* 4
Overall W/L Percentage	* 5	Overall Conference W/L Percent:	* 6
Term GPA Current Term:	* 3.00	Cumulative GPA:	* 2.5
Program APR Current Term:	* 5	Four Year APR:	* 6

	<u>Male</u>	<u>Female</u>
Roster Goal Size	* 8	* 9
Roster On Census Date:	* 10	* 11
Ath. GIA Equivalency:	* 5	
Total Equivalency:	* 6	

ACADEMICS: Displays commitment to academic success of student-athletes. Actively supports the SA's graduation goals. Works collectively with Griff Center and supports study center requirements. Takes an active role in fostering the academic success and graduation of student-athletes. (Assistant AD for Compliance will provide data)	Exceptional Perf	academic comments
BUDGET AND FINANCIAL MANAGEMENT: Plans and utilizes operating and salary budget according to department procedures and NCAA regulations. Monitors budget and expenses and ensures timely turnaround of team credit cards and expense reimbursements. Keeps program within expense budget parameters and meets agreed revenue goals.	Exceeds Expecta	financial mgt
STUDENT-ATHLETE MANAGEMENT: Treats student-athletes professionally, respectfully, and courteously. Where appropriate, commits to the development of people and practice. Discusses and recommends solutions to any potential problems. Responds actively and sensitively to the needs of the student-athletes. Perceived as a fair and consistent leader. Promotes freedom from drugs and alcohol.	Meets Expectatic	mgt
ATHLETIC SUCCESS: Improves teams and individual sports records consistently. Win/Loss record within conference and against non-conference opponents illustrates yearly improvement.	Meets Expectatic	success
RECRUITING: Uses available resources to effectively recruit student-athletes with strong personal characteristics that are capable of academic and athletic success. Has a recruiting plan in place to recruit locally, regionally, nationally and internationally (where applicable) that adheres to budget outlines currently in place.	Unsatisfactory Pe	recruiting
FUNDRAISING: Successfully implements a fundraising plan that achieves annual fundraising goals set by administration. Is creative in utilizing multiple vehicles to solicit funds and build a solid financial foundation for sport program. Uses funds appropriately.	Unsatisfactory Pe	fundraising
LEADERSHIP: Communicates skillfully with colleagues, subordinates and student athletes. Maintains self-control and sets an example for sportsmanlike conduct in their relationship with team, officials, administration and opponents in victory or defeat. Provides clear direction of responsibility and authority. Attends and contributes to department meetings and functions.	Improvement Req	leadership
COMMUNITY/ PUBLIC RELATIONS: Actively supports student-athlete participation in community outreach programs. Develops and maintains positive relationship with interested segment of the community. Actively engages in public speaking opportunities throughout the year to promote sport, department and university.	Improvement Req	relations
NCAA RULES/ COMPLIANCE: Adheres to MAAC, AHA and NCAA rules. Attends all internal compliance meetings, adheres to departmental policies,	Improvement Req	NCAA

and completes paperwork and reports on time. Successfully passes the NCAA rules exams.		
VISION/ STAFF DEVELOPMENT: Ability to assemble a qualified and professional coaching staff. Ability to plan and develop the sport through long term planning and implementation of plan. Continually develops staff through additional responsibility, transfer of knowledge and promotion. Works in collaborative effort with all department areas; external affairs, athletic communications, sports medicine, business office, ticket office, etc.	* Exceeds Expecta <input type="checkbox"/>	vision
EXTERNAL CONSTITUENTS: Works in collaborative effort with all department areas; external affairs, athletic communications, sports medicine, business office, ticket office, etc. Engages successfully with faculty, staff and student body (where appropriate). Provides community outreach opportunities for self, staff and student-athletes.	* Improvement Req <input type="checkbox"/>	constituents
MISSION: Supports the mission of Canisius college. Understands the Catholic Jesuit identity of the college.	* Improvement Req <input type="checkbox"/>	mission

Overall Rating Exceeds Expectation

Major Strength (Describe the coach's area of greatest expertise, talent and knowledge)

* major strength

Objectives for the coming year (Establish a joint plan for the coming year including action that will improve effectiveness. Set goals that need to be achieved and that individual will be measured by during next review.)

* objectives

Summary Comments from Supervisor:

* summary

Professional Development Opportunities:

* pref dev

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Secure ITSPROG

Supervisor Signature

05/18/2023

Date

To Be Completed by Employee:

Employee Comments:

* FINAL COMMENTS

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Pamela Dart

Employee Signature:

05/18/2023

Date

Secure ITSPROG