

2010 Performance Evaluation Process

Broader Impact

May 2010



Support the Mission

NRAO's Mission

In partnership with the scientific community, we:

- ✓ Enable forefront astronomy research at radio wavelengths by the Scientific community
- ✓ Provide world leading telescopes, instrumentation and expertise,
- ✓ Train the next generation of scientists and engineers, and
- ✓ Promote astronomy to foster a more scientifically literate society

Broader Impact

- ✓ Demonstrating astronomy's impact on the overall good of society
- ✓ Promoting/advancing the study of science within the U.S.
- ✓ Increase representation of underrepresented groups within the various fields of science
- ✓ Giving back to the community by promoting teaching, training & learning
- ✓ Increase outreach/educational programs (Minority Serving Institutions, Historically Black Colleges and Universities, etc.)
- ✓ Build pipeline of diverse applicants



Importance of Broader Impact

- NSF “Broadening Participation/Diversity” Program <http://www.nsf.gov/od/broadeningparticipation/bp.jsp>
 - “Promote effectiveness and relevance of the NSF broadening participation portfolio via periodic evaluations, including external reviews ranging from the program level to larger cross-sections of the portfolio.” – *Broadening Participation at the National Science Foundation: A Framework for Action, Executive Summary*
- Expand understanding and support for NRAO’s mission in society (in the eyes of the public)
- Support NRAO requirements under:
 - NRAO Diversity Plan (2007)
 - Diversity webpage (“Documents” link) <http://www.nrao.edu/policy/diversityplan.pdf>
 - AUI Action Plan for Broadening Participation (2009)
 - Diversity webpage (“Documents” link) <http://www.nrao.edu/policy/diversityactionplan.pdf>
 - NRAO Workforce Management Plan (2010)
 - Director’s Office webpage (“2009 Workforce Management Plan” link) <https://staff.nrao.edu/do/docs/2009wmp.pdf>
- Fulfill NSF funding requirement
 - All proposals submitted to NSF are also evaluated on the merits of broader impact
 - Recent NAASC proposal successfully met this requirement



This is Not New

We Already Do These Things

- Why the PEP form?
 - Establish a process in which NRAO demonstrates its commitment to BI
 - PEP is the most visible and consistent process for recording progress
 - Align employee activity with Broader Impact across the Observatory
 - No choice, NSF and AUI Board expect NRAO to use the PEP form
- Keep it Simple: We already do the things asked for under Broader Impact
 - Focus on those things you are already doing
 - Provide tours for students and visitors (Job related or volunteer)
 - Explaining your work to visitors and students during a tour
 - Help out during an Open House
 - Mentor a new employee (Supervisor)
 - Represent NRAO in the community (Speaking to students and teachers)
- We want to encourage more employees to be involved in broader impact
 - This should be a positive experience for the employee



Incorporating Broader Impact in the PEP Process

- Establish Broader Impact activities for next year's PEP review
- Keep it manageable – Employees are encouraged to contribute 2% to 5% of their time during working hours over the course of the year supporting Broader Impact activities
- Only supervisors/managers are required to contribute time to BI activities
 - Non-supervisory staff are not required to participate
- An employee must be able to fulfill his or her primary job duties (priority)
 - Participation shall not compromise an employee's work or personal time
- A supervisor can request information about an activity
 - What will he or she be doing?
 - Presenting NRAO/science related matters to a class or reading stories to a class?
 - Impacts time charging (Slide 10 explains)
- Examples of NRAO sponsored activities are provided for reference at the end of each PEP form
- PEP documents available on HR webpage under Performance Management



Broader Impact Goal Setting

- **NON-EXEMPT and NON-SUPERVISORY EXEMPT/SCIENTIFIC STAFF:**
 - Not obligated to contribute to BI (respect an employees decision to opt out)
 - No requirement on the number of activities listed, however
 - Needs to be manageable (5% of work time is the maximum)
 - Supervisor approval is required for time away from work
 - Participation can enhance an employee's overall evaluation
 - Broader Impact activities are important, but an employee's principal job duties will still encompass the majority of an employee's PEP evaluation
 - BI activities will not be rated – only need to state if activities were completed
 - In no case shall a supervisor lower an employee's evaluation for
 - Not stating BI activities for the coming PEP year, or
 - Not completing activities stated in the prior year's PEP



Broader Impact Goal Setting – Continued

- **SUPERVISORS and MANAGERS:**
 - Required to support Broader Impact activities
 - As stated in NRAO’s Diversity Plan under Management “Because the decisions and behavior of management are viewed by employees as the most telling form of commitment with regard to diversity, management’s accountability in this area extends beyond written and spoken words. Diversity must be supported through their actions. Their effectiveness in this area must also be evaluated as part of their performance review.”
 - Two to four activities should be listed
 - This is easy - Many BI activities are required of supervisors in managing their employees
 - Mentoring a new employee
 - Your work on EPO initiatives
 - Working with HR to expand a job search to include diverse sources
 - Supporting staff participation in Broader Impact activities
 - Will be evaluated on performance for job related Broader Impact activities
 - Non-job related activities will be recognized as “completed”
 - Assisting with the Open House
 - Speak to a class on astronomy, engineering, etc.



Broader Impact Goal Setting Reference Sheet

- **Covers the following areas, as referenced in the NRAO Diversity Plan, AUI Action Plan for Broadening Participation (2009), and NRAO Workforce Management Plan:**
 - Create a goal(s) of your choice not referenced below that demonstrates broader impact
 - Recruitment/hiring
 - Management/leadership
 - Diversity training
 - Internship/Co-Op Programs
 - Recognition
 - Retention
 - Education & Public Outreach
 - Scientific Staff initiatives
 - Career Development



Broader Impact Goal Setting

Optional Activities

An employee can include volunteer activities performed outside of work hours (non-paid) that have a positive impact on society and the community.

- To accommodate employees who act as NRAO “goodwill ambassadors” in the community (local or national) and would like to be recognized for this form of broader impact contribution in their PEP.
 - Volunteering at a senior center
 - Volunteer firefighter or EMS
 - Cleaning up the local park
 - Volunteer community representative
- These activities are considered personal choice in nature but reflect positively on NRAO’s workforce
- Focus is on activities performed outside of working hours
 - Considered personal time if done during working hours
 - Some exceptions (see next slide)



Time Charging

- **For activities that occur during working hours**
 - **EPO** for NRAO sponsored activities that support education and public outreach
 - **Emergency Services Volunteer** for time away from work that is related to emergency services volunteer activity (EMS volunteers at GB and VLA)
 - **Administrative Time** for other activity that NRAO sponsors or is directly related to promoting NRAO's mission
 - Participate in a recruiting event
 - Speaking to a class about astronomy, engineering, etc.
 - NRAO Open House
 - NRAO sponsored Blood Drive
 - **Vacation** for volunteer activity that indirectly promotes NRAO
 - Chaperone a school trip
 - Sit on a non-profit board
 - Volunteer at the senior center or charity
- **For volunteer activities that occur outside of working hours, with the exception of NRAO sponsored events (ex. Open House)**
 - An employee cannot charge time for volunteer activities occurring outside of work hours



Next Steps - Timeline

- Employee Self Appraisals Due
 - June 1 (Tuesday)
 - Scientific Staff: Research
 - June 30 (Wednesday)
 - Non-Scientific Staff
 - Scientific Staff: Functional
- Scientific Staff Research Evaluation Completed
 - June 30 (Wednesday)
- PEP Appraisal Forms Completed – All Staff
 - July 30 (Friday)
- Employee Meetings Concluded
 - August 16 (Monday)
- All PEP forms delivered to HR
 - September 3 (Friday)



Questions

