

The Staff Council Sustainability Committee and University Sustainability Practices designed this document to provide examples for managers and staff to use during performance evaluations.

**Sustainability is one of the core expectations for managers and staff.**

**Staff**

Resourceful and committed to sustainability
<ul style="list-style-type: none"> <li>Actively seeks, acquires and promptly applies new knowledge and skills to support university goals.</li> <li>Is aware of and supports the university’s sustainability programs.</li> </ul>

**Managers**

Fiscal responsibility, process improvement, sustainability
<ul style="list-style-type: none"> <li>Is accountable for fiscal controls within department.</li> <li>Seeks strategies to improve internal processes.</li> <li>Participates in and encourages team to support the university’s sustainability programs.</li> </ul>

Expected performance – sample behaviors 3	High performance – sample behaviors 4	Exceptional performance – sample behaviors 5
Take ownership of your career or improve your performance through professional development activities in the classroom, conferences, online, Blackboard and ASU events that reflect ASU’s <a href="#">mission and goals</a> .	Use more than 16 hours of development release time and apply what you learn to your position or to improve your unit or team. Become an advisor for a student group focused on social equity and or sustainability.	Support the New American University measured by whom we include and their success, through improving a program, guideline or practice to promote and celebrate diversity and multicultural understanding.
Complete <a href="#">Seeds of Sustainability</a> , ASU’s 90-minute, online sustainability literacy program and obtain seedling certification.	Complete Seeds of Sustainability and encourage others to complete <a href="#">Seeds of Sustainability</a> successfully.	Research a sustainability topic related to your unit and present what you learned to students, faculty and staff.
Attend a sustainability-focused ASU event such as a lecture, movie or presentation.	Join the <a href="#">Green Devil Network</a> , an organization of faculty and staff working together to promote a culture of sustainability at ASU.	Participate as a Distinguished Green Devil and recruit others to join the network.
Ensure the unit’s multi-function copiers and printers are set to print two-sided and black and white by default. Contact <a href="#">Canon for assistance</a> .	Request a <a href="#">print assessment</a> from Canon for your unit and coordinate implementation.	Go paperless with your unit’s processes. Use Canon’s scanning and document management services to reduce filing and increase security. Get more information from <a href="#">Archive Scanning and Document Management Solution</a> .
Volunteer for a sustainability-related activity, such as Campus Harvest or Staff Council’s Staff Appreciation BBQ.	Change a specific process or guideline in your unit to reduce materials use or waste generation. See <a href="#">Recycling at ASU</a> .	Develop and support a Campus-as-a-Living-Laboratory project (i.e., use campus operations and practices in the classroom). Email <a href="#">USP</a> with questions or <a href="#">submit</a> your project.

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	Purchase products and equipment that support ASU’s sustainability goals. Shift purchasing to Sunrise for products and vendors that comply with ASU <a href="#">green purchasing policies</a> .	Engage with the Julie Ann Wrigley Global Institute of Sustainability <a href="#">proposal</a> development team to submit an interdisciplinary proposal for a sustainability- related research grant.
Start or maintain a <a href="#">Blue Bag recycling program</a> in your unit.	Join and participate in Staff Council’s <a href="#">Sustainability Committee</a> meetings in person or by videoconference. <a href="#">Email</a> Staff Council be added to the distribution list.	Use <a href="#">Enterprise</a> car sharing for unit travel needs. Study your unit’s needs and minimize or eliminate ASU-owned vehicles.
<a href="#">Request</a> signs and labels for all recycling bins in your office and shared kitchenette spaces.	Use the Environmental Impact Fee on expense reports for all air travel.	<a href="#">Carpool</a> , shuttle, bike, walk or use public transportation to and from events and work.
For catered unit events, order from the ASU Dining <a href="#">Decidedly Green Catering menu</a> or order a vegan or vegetarian menu.	Request a <a href="#">Zero Waste presentation</a> for your office to review the university goal, proper recycling and diversion and personal action.	Implement telecommuting or alternative work schedules to reduce commuting by at least 10 percent, individually or unit-wide. For more information, visit <a href="#">SPP 306: Work Schedules</a> .
Enroll in and complete the <a href="#">ASU Sustainability Certification Program</a> Blackboard course. Obtain a bronze or silver certificate for a classroom, event, housing, office, lab, shop or sport.	Obtain a <a href="#">ASU Sustainability Certification Program</a> gold certificate for a classroom, event, housing, office, lab, shop or sport.	Implement video conferencing for meetings to reduce employee travel.

If you have questions, comments or suggestions, or if you would like tips on how to use this information, contact the [committee](#).