PERFORMANCE PROGRAM

FORM AND INSTRUCTIONS FOR UUP PROFESSIONALS

STATE UNIVERSITY OF NEW YORK COLLEGE AT CORTLAND

POLICY

The purpose of this procedure is to implement the provisions of the Policies of the SUNY Board of Trustees, the Memorandum of Understanding between SUNY and UUP, the Agreement between the State of New York and UUP, 1999-03, and the MOU between SUNY Cortland and UUP Cortland Chapter concerning the evaluation of the professional staff.

Evaluation is a continuing process carried out on a daily basis. Formal evaluation should be the expression of this ongoing process.

This procedure shall serve to:

1. provide the college president with consultation in making a decision to renew or non-renew a professional's appointment;
2. provide the college president with consultation in decisions on promotions and discretionary salary increases;
3. provide a base for performance improvement;
4. be a guide to reevaluate job functions;
5. provide a basis for career growth.

INSTRUCTIONS

I. **PERFORMANCE PROGRAM:** A written job description upon which the professional's evaluation is based includes:

A. nature of required duties and responsibilities,
B. functional and supervisory relationships,
C. consultation and identification of no more than ten secondary sources,
D. short and long-term objectives,
E. an understanding of the criteria for evaluating (A) & (D) and for evaluating achievements of duties, and objectives in performance program.

The performance program shall be written within 45 days of the appointment to a position and be in effect no less than 90 days before an evaluation. Evaluations shall begin 90 days before the appointment anniversary date in the first year. All supervisors are required to evaluate professionals on permanent, term, temporary, part-time or probationary appointments unless they are in the last year of service or are serving less than seven (7) consecutive weeks in the position.

As circumstances warrant, modifications in the performance program shall be specified in writing at the time of change and approved by the appropriate Vice President.

II. SECONDARY SOURCE EVALUATIONS

The supervisor and professional employee may identify up to ten (10) secondary sources. The supervisor may identify up to five (5) secondary sources and the professional employee may identify up to five (5) secondary sources. It is recommended, however, that mutual agreement between the supervisor and professional employee in the identification of secondary sources is the most desirable procedure.

The supervisor will solicit a written statement from the identified secondary sources and request an assessment of the quality of the service provided by the professional. The secondary source shall indicate if she/he will permit his/her name and specific comments to be released to the employee being evaluated.

STATE UNIVERSITY OF NEW YORK COLLEGE AT CORTLAND

PERFORMANCE PROGRAM

EMPLOYEE'S NAME: _____ DATE: _____

OFFICE/DEPARTMENT: _____ PROGRAM PERIOD: _____ TO: _____

CAMPUS TITLE: _____

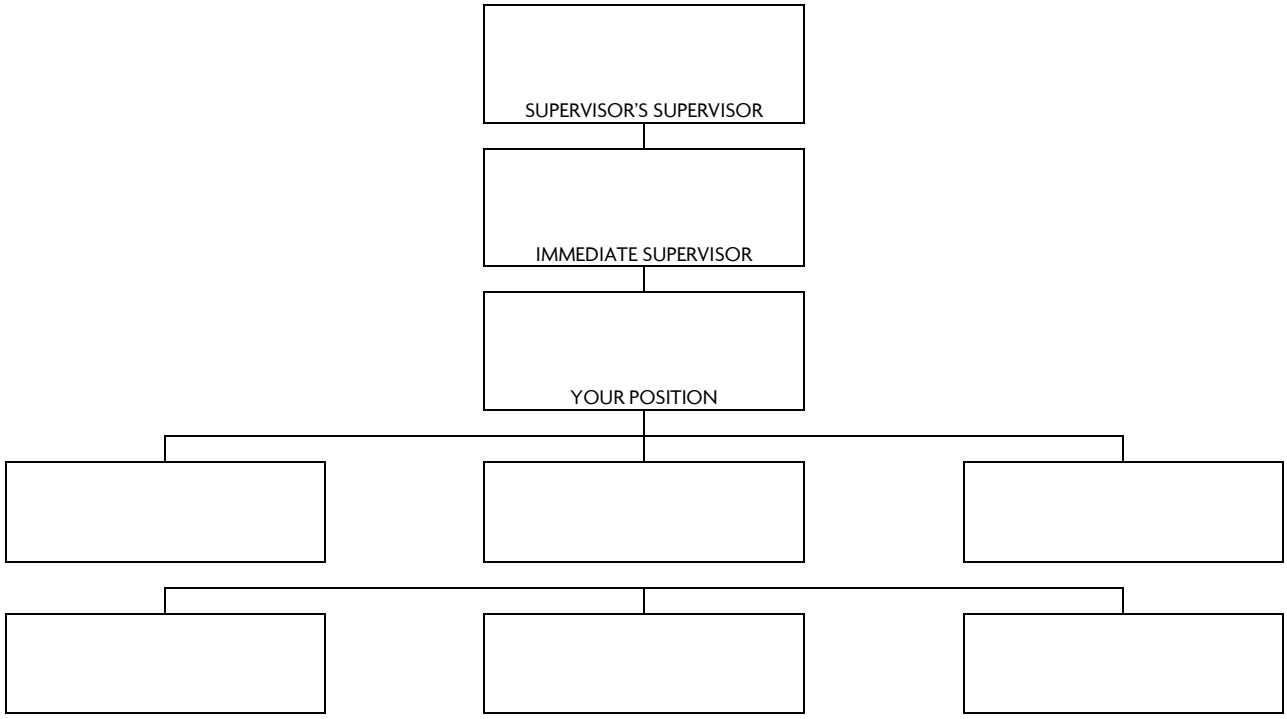
BUDGET TITLE: _____

INITIAL APPOINTMENT DATE: _____ APPOINTMENT DATE TO TITLE _____

IMMEDIATE SUPERVISOR/TITLE: _____

NATURE OF MAJOR REQUIRED DUTIES AND RESPONSIBILITIES:

FUNCTIONAL AND SUPERVISORY RELATIONSHIPS



SECONDARY SOURCES -- The supervisor and professional employee may identify up to ten (10) secondary sources. The supervisor may identify up to five (5) secondary sources and the professional employee may identify up to five (5) secondary sources. It is recommended, however, that mutual agreement between the supervisor and professional employee in the identification of secondary sources is the most desirable procedure. Individuals will be identified on the basis of a significant working relationship. Maximum of 10.

1. 2.

3. 4.

5. 6.

7. 8.

9. 10.

OBJECTIVES

Short-term objectives to be accomplished during the next evaluation period.

Long-term objectives which may include program or professional development, continuing education or training, improvement of skills or research. A tentative timetable for achieving long-term objectives should be stipulated.

Weighting of criteria used for DSI consideration:

% - Effectiveness in Performance (60% or greater)
% - Professional Ability (20% or less)
% - Effectiveness in University Service and Continuing Growth (20% or less)

_____ _____
SIGNATURE OF EMPLOYEE DATE

We have consulted and understand the significance of the above performance program.

_____ _____
SIGNATURE OF SUPERVISOR DATE

_____ _____
SIGNATURE OF SUPERVISOR'S SUPERVISOR DATE

_____ _____
SIGNATURE OF VICE PRESIDENT DATE

If the supervisor and the employee do not concur on the performance program, the employee has the right to attach a statement within ten (10) working days.

This form should be accompanied by a "Request for Review Form" when forwarded to the Vice President if changes have occurred in this program that may justify a salary increase or promotion.

DISTRIBUTION:

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SUPERVISOR
SUPERVISOR'S SUPERVISOR