

SECONDARY SOURCE QUESTIONNAIRE
UUP Professional Employees
SUNY Cortland

TO: (Name of Secondary Source)

FROM: (Name of Requestor)

DATE:

(**Name of Employee**) is a professional employee of SUNY Cortland. They are performing the responsibilities of (**Campus Title**). You have been identified as one who had a functional relationship with this professional employee during the period of (**start date**) through (**end date**). Please respond to this form to share feedback for the professional employee.

Please mark the response that best describes your working relationship with this person.

- ☐ a. Little **or infrequent** direct interaction and/or use of services.
- ☐ b. Some direct interaction and/or use of services.
- ☐ c. Frequent **or daily** interaction and/or use of services.

Below, please provide either a bulleted list or brief narrative summary related to your understanding of the professional employee's service to SUNY Cortland. The following criteria can be considered:

A. Effectiveness in Performance – i.e. success in carrying out assigned duties and responsibilities, efficiency, productivity and relationship with colleagues.
B. Mastery of Specialization - i.e., degrees, licenses, honors, awards, and reputation in professional field.
C. Professional Ability - i.e., invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.
D. Effectiveness in University Service - i.e., successful committee work, participation in local campus and University governance, and involvement in campus-related student or community activities.
E. Continuing Growth - i.e., continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities.

Bulleted List or Narrative Summary:

All secondary source information will be summarized for the purpose of the professional employee evaluation. Are you willing to have your list/narrative shared directly with the professional employee?

Yes

No

SIGNATURE

DATE

PLEASE RETURN IN ENVELOPE MARKED **CONFIDENTIAL** WITHIN 10 WORKING DAYS