



**The College at Brockport  
State University of New York**

**Category:**

Office of Human Resources

**Title:** Performance Program for UUP  
Professional Employees

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**Policy:**

It is the practice of the The College at Brockport, State University of New York, to provide Professional UUP Employees with a current written performance program for the ensuing evaluation period. At the end of the evaluation period, the performance of the professional employee will be evaluated based on that previously prepared performance program. The performance program period for current Professional UUP Employees is 7/1 - 6/30. An employee's performance program shall begin on their initial date into their new position. If the employee's new position starts after 6/01, the performance program will default to the next 7/1 - 6/30 cycle. It is the responsibility of the immediate supervisor to develop the performance program, detailing the duties and responsibilities of the position and the expectation and objectives which need to be accomplished. Initial performance programs for professional employees new to a position are to be written, signed and sent to Human Resources. Subsequent performance programs are to be completed annually and attached to each evaluation when it is submitted.

**Procedure:**

Initial consultation shall happen between the supervisor and employee within 1 month of date of hire. Based on this consultation, the performance program should be established within 15 working days.

**The initial consultation should involve discussion regarding the following:**

- Nature of the employee's duties and responsibilities: This should include a list of summarized duties and major responsibilities of the position. The list should specify the major duties of the position, the role of the position within the unit/department, and the frequency with which certain duties are to be performed. For each of these items, there must be explicitly clear, measurable, and quantifiable criteria for evaluation
- Supervisory Relationships: The employee should understand who directly supervises and assigns his/her work. The employee should also understand what positions he/she will be supervising.
- Functional Relationships: The performance program should indicate the employee's relationship with other unit/departments within the organization and relationships outside the organization.
- Immediate and long-term objectives: The employee and supervisor should discuss short-term and long-term goals as they relate to constant, routine, and ongoing problem solving and/or innovative objectives. The standards in which the employee should meet objectives should be clear and will be evaluated at the end of the performance program period.
- The criteria used to measure the employee's performance: The following are examples.
  - Effectiveness in performance - as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity and relationship with colleagues.
  - Mastery of specialization - as demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.

- Professional ability - as demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.
- Effectiveness in University service - as demonstrated, for example, by such things as successful committee work, participation in local campus and University governance, and involvement in campus-related or University-related student or community activities.
- Continuing growth - as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities. The foregoing criteria and examples thereof are presented for descriptive and explanatory purposes only and are in no way intended to be all inclusive or to limit the immediate supervisor in the selection of appropriate criteria for evaluation.
- If appropriate, include an additional statement about the level of performance required for participation in reward programs (i.e., promotion, DSI, etc.)

Note: The preceding list of criteria is not intended to be all-inclusive. Criteria may be added or deleted as determined by each specific situation.

**Final Review and Signing of the Performance Program:**

After the initial consultation between the supervisor and employee, the supervisor will complete the written performance program. The supervisor and employee must sign and date the completed program. By signing the performance program, the employee is only acknowledging that he/she has read and received a copy of the program. It is preferable that the supervisor and employee agree on the performance content. Under the Memorandum of Understanding, if the supervisor and employee do not agree on the performance program, the employee has the right to attach a statement to the performance program within ten working days.

**Distribution: The immediate supervisor distributes the copies and original as follows:**

- Original: Send to Human Resources within 45 days from the date of hire. Placed in personnel file.
- Copies: Employee, and immediate supervisor

**Modification of Performance Program:**

As duties and responsibilities change for the employee, the supervisor and employee should meet to review accuracy of the performance program. Modifications of the performance program should be specified in writing and follow the procedure for preparing the original performance program. The newly established performance program needs to be sent to Human Resources immediately.

**Forms:**

Performance Program Professional Employees

**Reference(s):**

United University Professions July 2, 2007 – July 1, 2011 contract, appendix A-28