

PROFESSIONAL PERFORMANCE EVALUATION

Employee’s Name: Name Date: Select date

Office/Department: Department name

Evaluation Period: Select date to Select date

Campus Title: Local title SL Level: Please select

Budget Title: Budget title Initial Appointment Date: Select date

Current Program Dates: Select date to Select date

Appointment Date to Title: Select date Amendment Date to Program: Select date

Immediate Supervisor/Title: Name/Title

Supervisor’s Supervisor/Title: Name/Title

Where appropriate, the performance of professionals is to be examined in view of the following criteria: *Effectiveness in Performance, Mastery of Specialization, Professional Ability, Effectiveness in University Service*, and *Continuing Growth* (Article XII, Title C, SUNY Policies of the Board of Trustees). Other criteria as appropriate may also be considered as identified in the employee’s performance program.

**PART 1:**

**SUMMARY OF OVERALL PERFORMANCE EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES:** (Evaluative comments- In this space the supervisor should make specific comments related to the employee’s Performance Program for this evaluative period, focusing on fulfillment of the primary duties and responsibilities, and short and long-term objectives. Evaluative comments should be tied to the general categories as identified in Part 2 below. Also, cite commendable performance and/or areas in need of improvement.)

Click here to enter text.

**PART 2:**

The employee will be rated on according to these categories. A description for each rating is provided below. Please take careful consideration when assessing the employee’s performance.

*Unsatisfactory:* employee does not meet minimum job requirements

*Marginal:* employee meets some job requirements, but improvement is necessary

*Effective:* employee effectively meets all job requirements

*Highly Effective:* employee meets and often exceeds job requirements

N/A = *Not Applicable*

**EFFECTIVENESS IN PERFORMANCE**

Job Knowledge (The extent to which the individual is current and accurate in knowledge and practices related to responsibilities of his/her position)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Quality of Work (The extent to which the individual is current and accurate, thorough, consistent, clear, and meets high standards)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Initiative (The extent to which he/she develops and implements ideas)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Adaptability (The degree of skill in adjusting to changing conditions and work needs, where possible)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Follow Through (The extent to which the individual completes duties assigned to employee in a dependable manner; responds to messages/inquiries in a timely fashion)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Comments (Effectiveness in performance):

Click here to enter text.

**MASTERY OF SPECIALIZATION**

Holds the applicable degrees, licenses and/or certifications

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Comments (Mastery of specialization):

Click here to enter text.

**PROFESSIONAL ABILITY**

Planning and Organization (Ability to plan work, set priorities and goals, and meet deadlines)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Communication (Clearly expresses thoughts, ideas, or facts orally and in writing in a timely fashion; responds appropriately to both written and oral directives)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Interpersonal Effectiveness (His/her opinions and contributions are highly respected. Others seek his/her advice and may demonstrate necessary skills to be a leader)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Creativity (Executes responsibilities and approaches in a new, innovative and original ways; when appropriate)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Teamwork and Collaboration (Works effectively and positively with others within own department and across the organization)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Comments (Professional ability):

Click here to enter text.

**EFFECTIVENESS IN COLLEGE SERVICE**

Contributions to the College and College Community. (As demonstrated, for example, by such things as College public service, committee work, and involvement in College-related student or community activities. The level of service may vary by title or position at the college)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Comments (Effectiveness in College service):

Click here to enter text.

**CONTINUING GROWTH**

Professional Development (The extent to which the individual is committed to professional growth. For supervisory level employees, also to the extent to which he/she fosters professional growth among his/her staff. This may include new degrees earned, licenses, honors, and awards)

[ ] Unsatisfactory [ ] Marginal [ ] Effective [ ] Highly Effective [ ] N/A

Comments (Continuing growth):

Click here to enter text.

**SUMMARY OF SECONDARY SOURCE RESPONSES:** (Provide a fact-based summary of findings from secondary source input. In a separate paragraph, provide feedback of an interpretation of the findings, in the context of the culture of the institution, organizational structure of the division, and established practices of the organization)

Click here to enter text.

**PART 3:**

**EMPLOYEE COMMENTS MAY BE PROVIDED:**

Click here to enter text.

**PART 4:**

**PERFORMANCE GOALS**

(Recommended for all employees and required for ratings of “unsatisfactory” or “marginal”) Indicate areas in need of improvement and steps that will be undertaken by professional and/or supervisor to achieve these ends during the next evaluation period. Indicate and explain any total or partial lack of achievements of objectives set in the Performance Program or General Competencies. **For all ratings of “unsatisfactory” or “marginal” indicate recommendations for training and development activities.**

Recommended:

Click here to enter text.

Required:

Click here to enter text.

**PERFORMANCE EVALUATION SUMMARY**

**OVERALL PERFORMANCE RATING:**

Supervisor must check overall performance (select one).

 [ ]  **Satisfactory**

[ ]  **Unsatisfactory**

In accordance with Appendix A-28 of the Agreement between United University Professions (UUP) and New York State, *a professional employee who seeks a review of a final evaluation report characterized as “unsatisfactory” must inform, in writing, the immediate supervisor, the Chair of the Committee on Professional Evaluation, and the College President or designee within ten (10) working days of receipt of the report.*

**Recommendations (Required)**

Indicate the recommendation affecting the employment status of this professional employee (select one).

[ ]  **Renewal**

 [ ]  **Fail Probationary Period**

 [ ]  **Permanent Appointment**

 [ ]  **Non-renewal**

 [ ]  **Renewal not involved for this period**

Note: please contact Human Resources for guidance prior to delivering the evaluation to the employee if you are recommending non-renewal.

I have read this evaluation and discussed the contents with my supervisor. My signature does not necessarily represent agreement.

Signature of Employee Date

Signature of Immediate Supervisor (Evaluator) Date

**Distribution**

Original: Office Personnel File

Copies: Employee

Evaluating Supervisor