



**SUNY POTSDAM**  
**PROFESSIONAL PERFORMANCE PROGRAM**

EMPLOYEE NAME:

PERFORMANCE PROGRAM PERIOD:

DEPARTMENT:

BUDGET TITLE:

LOCAL TITLE:

IMMEDIATE SUPERVISOR'S NAME:

**DIRECTIONS:** Using as a guide, the policies and procedures contained in the Policies of the Board of Trustees, prepare this performance program. Use additional sheets, if necessary.

I. THE NATURE OF THE PROFESSIONAL EMPLOYEES' DUTIES AND RESPONSIBILITIES: (Brief narrative position description).

II. SUPERVISORY RELATIONSHIPS:

(1) Who supervises the employee?

(2) Who does the employee supervise?

III. FUNCTIONAL RELATIONSHIPS: (primary offices this person works with)

IV. GOALS AND OBJECTIVES FOR PERIOD INDICATED. Be very specific as these are the areas upon which the next evaluation will be based. Attach additional pages as needed.

V. LIST THE PROFESSIONAL DEVELOPMENT ACTIVITIES FOR THE PERIOD.

VI. THE MEASUREMENT (EVALUATIVE CRITERIA) TO BE USED TO DETERMINE IF THE DUTIES, RESPONSIBILITIES, AND OBJECTIVES SPECIFIED IN THE EMPLOYEE’S PERFORMANCE PROGRAM HAVE BEEN ACHIEVED. The criteria outlined below are examples presented for descriptive and explanatory purposes only. If you wish to establish criteria, they should be included in this area.

Check ( ) where appropriate.

- ( ) 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 of 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 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.)
- ( ) Other (Attitudes, cooperation, dependability, motivation, etc.) Explain below.

THIS IS TO SIGNIFY THAT I HAVE READ AND I UNDERSTAND THE ABOVE PERFORMANCE PROGRAM.\*

\_\_\_\_\_  
Professional Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor’s Signature

\_\_\_\_\_  
Date

\*If the supervisor and employee do not concur on the performance program, the employee has the right to attach a statement to the performance program within ten working days from receipt.