PERFORMANCE EVALUATION
UUP Professional Employees

Employee’s Name: 
Department: 
Evaluation Period: From Date: To Date: 
Campus Title: 
Budget Title: Grade Level: SL-
Initial Appointment Date: Appointment Date to Current Title: 
Immediate Supervisor & Title: 

A. Procedural Steps in the Evaluation Process

The PERFORMANCE EVALUATION provides a basis for performance improvement, the reevaluation of job functions, and career growth. The evaluation assists those making decisions about discretionary increases, promotion, renewal, and permanent appointment.

1. Prepare a Preliminary Evaluation and New Performance Program – Include the items identified in B below in the evaluation. Evaluate the range of performance from commendable to areas in need of improvement. Assign an overall rating of either Satisfactory or Unsatisfactory. Issue a new performance program for the next evaluation period.

2. Secondary Sources – While not required, it is strongly recommended that secondary sources be consulted.

3. Meet with the Employee – Discuss the preliminary evaluation. Review the extent to which secondary sources influenced the evaluation. If a rating of unsatisfactory has been assigned, the basis for this characterization shall also be part of the discussion. The new performance program shall also be discussed with the staff member, but the supervisor has final authority with regard to what is included.

4. Prepare the Final Evaluation Report – After considering the staff member's feedback, prepare the final evaluation and new performance program.

5. Distribute the completed documents – Submit the final evaluation and new performance program in confidential envelopes as follows: 
   Signed Original Form: Office of Human Resources
   Copies: Employee, Supervisor.
B. Instructions for the Evaluation Form

1. Duties and Responsibilities: The evaluation must be based on the duties, objectives, and criteria established in the performance program. The supervisor determines criteria for evaluation. The following are suggested in Appendix A-28 of the UUP Agreement, but others may be substituted or included.

a) **Effectiveness in Performance:** As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationships with colleagues. If the staff member is a supervisor, include whether they have completed performance programs and evaluations for their staff in a timely manner.

Comments:

b) **Mastery of Specialization:** As demonstrated, for example, by degrees, licenses, honors, awards, presentations at conferences and meetings, offices held in professional organizations, publications, and professional reputation in their field.

Comments:

c) **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.

Comments:

d) **Effectiveness in University Service:** As demonstrated, for example, by public service, committee work and involvement in university-related student or community activities.

Comments:

e) **Continued Growth:** As demonstrated, for example, by continuing education, participation in professional organizations, completion of professional training programs, or research.

Comments:

f) **Additional criteria, if applicable** (attitude, cooperation, dependability, motivation, etc.) Explain below:

Comments:
### 2. Areas for Growth and/or Improvement:
Include specific suggestions regarding opportunities for professional growth and/or strategies for improving performance, such as attendance at a specific training program, etc.

Comments:

### 3. Summary Statement From Secondary Sources:
Feedback should be summarized without specific reference to the source.

Comments:

### 4. Overall Performance Rating:
According to the contract language you must check either **Satisfactory** or **Unsatisfactory**.

- [ ] Satisfactory
- [ ] Unsatisfactory

Comments:

### 5. Performance Program for Next Evaluation Cycle Attached?

- [ ] Yes
- [ ] No

Comments:
I have received and discussed my performance program and this document with my supervisor. My signature does not represent agreement or disagreement with the evaluation.

If I wish to comment, I have appended a written, dated, and signed statement. I understand that I have a right to a review of this evaluation by the Committee on Professional Evaluation if my performance has been characterized as "unsatisfactory" and that I must inform, in writing, my immediate supervisor, the chair of the Committee on Professional Evaluation, and the College President or designee, of my intention to request such a review, within ten working days of receipt of this document.

SUPERVISOR’S SIGNATURE  DATE

EMPLOYEE’S SIGNATURE  DATE

DISTRIBUTION:

Originating office must distribute, in confidential envelopes, as follows:

Original Signed Copy    Office of Human Resources

Copies
Employee
Supervisor