

Professional Performance Program

For Period: From _____ To _____
DATE DATE

Employee Name:

SL Rank:

Department:

State Budget Title:

Campus/Local Title:

Supervisor's Name:

Full/Part Time: Full-time Part-time

Current Appointment: Temporary Term Permanent

After review and consultation, this completed form should be signed and forwarded to Human Resources for employee's personnel file. Both the employee and the immediate supervisor should retain a copy for future reference.

Supervisor's Signature: _____ Date: _____

Employee's Signature*: _____ Date**: _____

* Signifies only that the employee has received and discussed this Performance Program with the immediate supervisor, and does not represent agreement or disagreement with its content. If the employee and supervisor do not concur with the content of this document, the employee has the right to attach a statement within ten (10) days of receipt.

** Date received

DISTRIBUTION: 1) Employee 2) Supervisor 3) Vice President 4) Personnel File

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Section A:

Describe any duties and responsibilities other than those considered to be the official job classification. See the Management Advisory Committee on Classification and Compensation (MACCC) Guide to UUP bargaining unit Titles and Job Descriptions for classification standard: https://uupinfo.org/reports/5_2_1.php

Section B:

List specific assignments/tasks for the period covered by the performance program. (You will go into detail of these duties in Section F.)

Section C:

Long -term objectives (re: development of programs, professional development, participation in University activities, etc.):

Section D:

Supervisory relationships, by title or group, and functional relationships:

Section E:

Secondary source consultation (Degree to which other individuals, offices or agencies shall be consulted as part of the evaluation process due to their effect upon the employee's ability to achieve stated objectives.) Identify source:

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Section F:

PERFORMANCE EXPECTATIONS: Specific objectives for each listed assignment in section B and the criteria for measuring the success in achieving those objectives.

GOALS OBJECTIVES DETAILED LIST OF DUTIES AND RESPONSIBILITIES	CRITERIA MEASUREMENTS	% EFFORT