

Professional Performance Program 2022-2023

For Period: From June 1 , 2022 To May 31, 2023

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 Name/Signature:

Date:

Employee's Name/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

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 Campus Titles and Job Descriptions [here](#) for classification standards.

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:

Section F:

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

Goals/Objectives: Detailed List of Duties & Responsibilities	Criteria/Measurements: The standards by which employee will be evaluated	Percent (%) of Effort
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Additional space for Section F:

Goals/Objectives: Detailed List of Duties & Responsibilities	Criteria/Measurements: The standards by which employee will be evaluated	Percent (%) of Effort
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