

Professional Performance Program 2020-2021

For Period: From _____, 2020 To _____, 2021

Employee Name: _____

Rank: SL-_____

State Budget Title: _____

Department: _____

Campus Title: _____

Supervisor's Name: _____

Full Time/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) Employees 2) Supervisor 3) Vice President 4) Personnel File

Professional Performance Program

Section A:

Describe any duties and responsibilities other than those considered to be the official job classification (see: Management Advisory Committee on Classification and Compensation (MACC) Guide to UUP bargaining unit Titles and Job Descriptions on the web at www.uupinfo.org/reports/reports.html and click on MACCC Titles and Information):

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:

GOALS/OBJECTIVES – Detailed List of Duties	CRITERIA/MEASUREMENTS – The
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[illegible]

*A guide for prioritization of duties, not to be used as criteria