

PERFORMANCE PROGRAM TIPS

Your Performance Program is an important document that can impact your evaluation, salary, promotional opportunities, and tenure. Listed below are recommendations regarding your performance program. Appendix A-28 in the current Agreement between the State of New York and UUP and the SUNY Board of Trustees Policies address Performance Programs in greater detail.

DO

- Take advantage of the initial consultation with your immediate supervisor prior to the final performance program being prepared.
- Ensure supervisory relationships are clear.
- Identify functional relationships and secondary sources as individuals who affect your performance and identify specifically what they will be evaluating in your program.
- Include short term and long-term goals in the supervisory plan.
- Have criteria for evaluating the achievement of each objective.
- Obtain assurances, preferably in writing, that you and your supervisor meet to review the appropriateness of any element in the performance program, modify it accordingly in writing, and file necessary copies as needed. Your performance program is a living document and should change along with your professional growth.
- Keep your performance program up to date. Decisions regarding your promotion, reappointment, permanent appointment, and approval for discretionary salary increases can be based on the described duties and performance standards in your performance program.
- Explicitly state your objectives for the next 12 months. Make sure the time for achieving objectives is reasonable i.e., written using SMART methodology.
- State, where possible, relevant percentages of your obligation that each duty requires.
- Take advantage of an informal, ongoing evaluation process with your immediate supervisor.
- Include performance objectives should include wherever applicable,
 - Your freedom to make decisions
 - Your communication responsibility
 - Your problem-solving functions
 - The breadth of organizational impact on your work
 - The consequence of errors you make
 - Responsibility to manage and direct others
 - Your personal goals and/or objectives

DON'T

- Allow statements of undescribed duties (for example, 'and other duties as assigned').
- Be passive or general in your description of duties (for example 'responsible for all activities in the residence hall').
- Include objectives other than your own, or which you do not understand.
- Include objectives which you have no authority to conduct.
- State objectives controlled by someone else as your sole responsibility.
- Allow a program to become outdated. If so, follow up on with your union representative if you receive a negative evaluation based on an old performance program reflecting irrelevant duties.