

Additional Information about the Performance Review Process

The following are elaborations and clarifications of information appearing in the *Agreement on Performance Review of Professional Employees*, which the Labor/Management Subcommittee on Evaluations of Professional Employees has prepared in response to questions asked about this new performance review process. **Please append these sheets to your copy of the Agreement.**

1. The roles of supervisors who serve as evaluators at more than one level of review.

The *Agreement* prohibits evaluators from participating in any individual's evaluation at more than one level of review (see Article 3.6, p. 6). In other words, persons serving as an immediate supervisor and also as that same professional employee's Dean/Associate Provost or Provost/Vice President are allowed to formulate a performance review recommendation at only one of those levels. **Furthermore, since the essential relationship in a professional employee's evaluation is the one between the employee and his or her immediate supervisor, it has been determined that evaluators, as described above, with responsibilities as both an immediate supervisor and also as a subsequent reviewer, must limit their participation in these evaluations to that of an immediate supervisor, and the dates established in the college's performance review calendar for "Review by Immediate Supervisor" must be followed.** Obviously, in such cases the subsequent levels of review that would have been served by these immediate supervisors in their other capacities will be skipped.

This determination also ensures that notice provisions (of unsatisfactory job performance) will be applied consistently, and therefore fairly, to all professional employees.

2. Where secondary reviewers fit into the performance review process.

"Consultation with secondary sources" is provided for in the "*Memorandum of Understanding on Evaluation of Professional Employees (1981)*" and is, therefore, included in the Plattsburgh *Agreement* (Article 4.V.5, p. 9). In the "*Memorandum*", secondary sources are defined as "agencies, offices, or individuals which will be involved with the performance of the employee and may affect the employee's ability to achieve the stated objective." The "*Memorandum*" goes on to explain how secondary sources are identified by the immediate supervisor, after consultation with the professional employee, and are documented as such in the employee's performance program. Article 6 (p.16) and Article 7 (pp. 16-17) of the *Agreement* provide further information on the requirements, qualifications, and conduct of secondary reviewers.

While participation by secondary reviewers is neither encouraged nor discouraged, such participation is not a required element of these evaluations, and largely for that reason, a separate level of review or step for secondary reviewer participation is not incorporated into the review process. Furthermore, since use of secondary reviewers essentially is an option for immediate supervisors, responsibility for incorporating participation by secondary reviewers into the review process, as described in the *Agreement* (Article 6, p. 16) is placed on the immediate supervisor. Therefore, immediate supervisors, while making arrangements for optional secondary reviewer participation, are cautioned to allow themselves sufficient time to complete their own review, under the time restrictions imposed by the college's performance review calendar, after they have collected written recommendations prepared by the secondary reviewers.

3. How the performance program relates to the evaluation process.

Article 4.V (pp. 7-9) of the *Agreement* gives a very clear description of the performance program and the process by which it is developed. Basically, the performance program can be defined as a written account of discussions between the professional employee and his/her immediate supervisor relating to certain elements on which the formal

evaluation for the upcoming evaluation period will be based. Therefore, the performance program is distinct from the professional employee's more inclusive job description.

The frequency for preparation of performance programs, whether incorporating changes or simply renewing existing language, is minimally annually, and such preparation takes place simultaneously with the professional employee's annual performance review during the "Review by Immediate Supervisor" step in the review process, and the updated or renewed performance program is entered into the performance review file at that time. Note that Article 4.V.7 of the Agreement further stipulates that modifications to the performance program must be made as circumstances warrant at any time throughout the year.

For convenience, a sample performance program cover sheet is appended to the performance review calendar.

From the *Policies of the Board of Trustees*
Article XI, Title D, Section 5

Notice. In the event a term appointment is not to be renewed upon expiration, the chief administrative officer or the chief administrative officer's representative will notify the appointee in writing not less than:

- (a) Forty-five calendar days prior to the end of a part-time service term appointment;
- (b) Three months prior to the end of a term expiring at the end of an appointee's first year of uninterrupted service within the University. For such employees serving on the basis of an academic year professional obligation and academic employees at the Empire State College whose terms end in June, July or August, notice shall be given no later than March 31;
- (c) Six months prior to the end of a term expiring after the completion of one, but not more than two, years of an appointee's uninterrupted service within the University. For such employees serving on the basis of an academic year professional obligation and academic employees at the Empire State College whose terms end in June, July or August, notice shall be given no later than December 15;
- (d) Twelve months prior to the expiration of a term after two or more years of uninterrupted service within the University;
- (e) Six months prior to the expiration of a term for titles listed in Appendix B(1) and B(2)

Appendix A-28 Promotions/Salary Increases

Refer to the *Memorandum of Understanding Between The State of New York and United University Professions Relating to a System of Promotion and Certain Salary Increases for Professional Employees* (Appendix A-28 of the Agreement between NYS and UUP) for definitions of and information regarding the formal distinction between these promotions and salary increases.