PERSONNEL ACTION OF PROFESSIONAL EMPLOYEE

INSTRUCTIONS:
1) Part A to be completed by the Professional **Employee**.
2) Part B to be completed by the professional employee's Immediate Supervisor and signed and dated by both the employee and the immediate supervisor.
3) Part C to be completed by the appropriate Administrative Officer.

PART A:To be completed by the Professional Employee **prior** to the preliminary meeting with the immediate supervisor.

1. NAME: _____

2. TITLE: BUDGET _____

LOCAL (if different) _____

3. DEPARTMENT/AREA: _____

4. IMMEDIATE SUPERVISOR: _____

5. PROFESSIONAL OBLIGATION: (check one)

☐Calendar Year ☐College Year: Period of No Obligation _____

6. DATE OF APPOINTMENT TO CAMPUS: _____

7. NUMBER OF YEARS OF APPLICABLE SERVICE THROUGH THE END OF THE CURRENT CONTRACT:

a) At SUNY Potsdam _____ b) Credited Prior Service _____ c) Total Service _____

8. DATE OF THIS EVALUATION: _____

9. PURPOSE OF THIS EVALUATION (check all that apply):

☐Reappointment Decision ☐Permanent Appointment Decision

☐Annual Evaluation ☐Promotion and/or Salary Increase

☐Leave (specify type) _____

10. Provide a list of accomplishments and goals met based upon your Performance Program. Attach additional sheets as necessary.

11. Describe the most significant contributions you have made to your work since your last evaluation. Attach additional sheets as necessary.

12. Since your last evaluation, give a) educational achievements (workshops, conferences, courses, honors, awards, etc.); b) service on college and university committees; c) professional organizations (memberships, presentations, offices held, etc.); d) research, publications, and other creative work.

- **For reappointment, permanent appointment and promotion, an updated vita and the current performance program must be attached.**
- **For a leave request, a statement discussing the purpose and objective of the leave; benefits to you, the department and the college if the leave is granted and how the work of the leave will be evaluated in terms of the objectives listed.**

_____ _____

Signature of Professional Employee Date

PART B: Evaluation by the Professional Employee's Immediate Supervisor

NOTE: 1) The evaluation must be completed in accordance with the employee's **present** Performance Program.
2) A copy of the **new** Performance Program, signed by both the employee and the immediate supervisor, must be attached to this evaluation.
3) A **summary** of the information given by the secondary sources (if used) must be given.
4) If the employee is within at least three years of eligibility to receive permanent appointment, supervisors are reminded to indicate suggested areas for improvement which could be considered pertinent to future recommendations affecting such an appointment.
5) The **original** written, dated and signed evaluation is to be forwarded for inclusion in the employee's personnel file, a copy of which shall be given to the employee, the immediate supervisor, and evaluator's supervisor.
6) **With respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared.**

13. FINAL EVALUATION-NARRATIVE SUMMARY: (If additional space is required, please attach separate sheet(s).)

14. SUMMARY CHARACTERIZATION OF EMPLOYEE'S PERFORMANCE (check one):

☐ Satisfactory ☐ Unsatisfactory

PART C: To be completed by the appropriate administrative officers.

1. a. Recommendation by Immediate Supervisor -- **with respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared.** ***Must indicate below number of years for a reappointment***

Comments:

_____
_____
_____
_____

_____ _____
Signature of Immediate Supervisor Date

1. b. Employee Evaluated Signature -- NOTE: employee may attach a supplemental statement regarding the immediate supervisor's evaluation if desired.

_____ _____
Signature of Employee Evaluated Date

2. Recommendation by Director/Dean -- **with respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared. Attach additional sheets as necessary.** ***Must indicate below number of years for a reappointment***

Comments:

_____
_____
_____
_____

_____ _____
Signature of Dean/Director Date

3. Recommendation by Vice President/Provost -- **with respect to written recommendations pertaining to reappointment, a copy of the recommendation shall be sent to the employee at the time it is prepared. Attach additional sheets as necessary.** ***Must indicate below number of years for a reappointment***

Comments:

_____
_____
_____
_____

_____ _____
Signature of Vice President/Provost Date

When the appraisal is in consideration for **REAPPOINTMENT**, **PERMANENT APPOINTMENT**, **NON-RENEWAL**, or **PROMOTION**, the appraisal file **MUST be forwarded to the Office of Human Resources BEFORE the decision of the President** is made in order that the professional employee being evaluated may have the opportunity to examine the appraisal file and file a statement in response to any item contained therein.

4. Decision of President

☐ I concur with the recommendation of the Vice President/Provost

☐ I do NOT concur with the recommendation of the Vice President/Provost

Comments:

_____
_____
_____
_____

_____ _____
President Kristin G. Esterberg, Ph.D. Date