

# SUNY New Paltz

## Professional Staff Performance Management Life Cycle for UUP titles that are eligible for permanent appointment

As defined in Appendix A-28 of the UUP Contract dated July 2, 2016 through July 1, 2022.

The following items are contractual requirements that must be met by the employee's immediate supervisor

### **Performance Program – Required within the first month of initial appointment**

According to the Memorandum of Understanding between the State University of New York and United University Professions, the immediate supervisor of a new professional employee must consult with such new employee concerning a performance program and the system of evaluation within the **first month** of the initial appointment. The performance program shall be established within **15 working days** from the date of consultation and shall include secondary sources. The standardized performance program template is required. Here is a link to that document: [UUP Performance Program Template](#). For support in creating this document please refer to our [training presentation](#).

The completed document should be submitted to HRDI for official recording using the [Employee Action Form](#).

### **Evaluations – Required annually regardless of employment status**

*All evaluations shall include a summary of information from the secondary sources identified in the performance program.*

- **Year # 1 ~ through Year # 5:** Annual evaluation - performance program updated or affirmed
- **Year # 6 ~** Annual evaluation - performance program updated or affirmed; permanent appointment process begins; HRDI will notify you with the details regarding this process.
- **Year # 7 ~ 7th** Annual evaluation - performance program updated or affirmed; supervisor submits request recommending permanent appointment
- **Year # 8 and beyond ~** Annual evaluations reviewed with employee throughout their career; performance program updated or affirmed as necessary

### **Renewal of Appointment**

Renewal of appointment typically coincides with the annual evaluation dates. Requests for reappointment for employees should be requested through the [Employee Action Form](#). Appointments shall be renewed by the supervisor prior to the expiration of the appointment. Supervisors “make recommendations” up the chain of command where final decisions are made regarding reappointment by the Division Vice President/President. Employees shall not work in absence of a current appointment.

### **Permanent Appointment Eligibility**

Eligibility for Permanent Appointment is outlined in Article XI, Title C, in the SUNY Board of Trustees Policies. Employment status changes that may affect permanent appointment are outlined therein. **Part-time and certain budget titles (i.e.: Appx A, B, and C titles) at the College do not lead to permanent appointment.**

### **Non-Renewal Notification**

Proper notice of non-renewal is outlined in the SUNY Board of Trustees (BOT) Policies, Article XI, Title D, Section 5. Follow this link to review the notice requirements under the section of the BOT Policies referenced above: [SUNY Board of Trustees Policies](#).

Please note: The end date of the employee's appointment may need to be extended to allow for proper notice of non renewal. Keeping the employee's appointment dates updated will allow for proper notice.

### **Submission of Documents**

All documentation referenced above should be submitted to HRDI using the [Employee Action Form](#).

#### **HRDI Contacts**

Cathy Gilbert, Professional and MC Employment Coordinator, Ext. 3293  
Heather Jones, Faculty Employment Coordinator/ Data Analyst, Ext. 3164  
Jodi Papa, Director of Unclassified Employee Relations/Labor Relations, Ext. 3432