

PROFESSIONAL EVALUATION REPORT
SUNY/CANTON

EVALUATION PERIOD _____ TO _____

NAME _____ GRADE _____

SUNY TITLE _____

FUNCTIONAL TITLE _____

SUNY Procedure for Professional Evaluation as defined by Article XII, Title B, of the Policies of the Board of Trustees provides for a formalized written performance evaluation annually and as warranted by changing conditions. It further sets forth the following criteria, which must be among those considered for promotion or evaluation.

A. EVALUATION CRITERIA (Describe employee=s performance as related to achievement of stated objectives. Also rank performance O, S, or I in box at left of each criterion according to scale at bottom of page):

1) Effectiveness in Performance - as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.

Success in accomplishing duties and responsibilities

Quality of professional performance

Quality of professional relationship with colleagues

Quality of professional relationship with others

2) Professional Ability - as demonstrated, for example, by invention or innovation in professional, scientific, administrative or technical areas; i.e. - development or refinement of programs, methods of apparatus.

3) Effectiveness in University Service - as demonstrated, for example, by such things as successful committee work, participation in local campus and University governance, and involvement in campus or University-related student or community activities.

4) Continuing Growth - as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs.

5) Mastery of Specialization - as demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.

6) Other

Achievement Rating Scale: O = Outstanding S = Satisfactory I = In Need of Improvement

