Hiring, Classification, and Evaluation of UUP Staff (Non-Teaching Professionals)

Supervisors must have the following three up-to-date documents for each staff member under their supervision:

1. **Position Description** (PD): Each hiring package must include a position description outlining the rationale for the position; the principal duties and responsibilities of the incumbent; the education and experience required for the position; and the ways in which the incumbent interacts with other entities on and off campus. Instructions for writing a position description can be found here. **The position description is used by the Classification and Compensation office to determine the level (e.g., SL-2) and salary range of the position, and any request to hire and/or to reclassify a staff member must be accompanied by an up to date position description**. Position classification and salary range depend on the nature and complexity of the duties associated with the position as outlined in the position description. Excellent performance, while a basis for merit increases, is not a sufficient basis for reclassification to a new level.

2. **Performance Program (annual)**: The performance program defines expectations for the specific duties and responsibilities which the incumbent is expected to carry out in a given year. These duties and responsibilities should fit within the broad categories of the position description, but may change from year to year (for example, the position description may include 'maintain and analyze data on student completion rates' while a performance program may specify 'oversee adoption of new system for electronic tracking of student completion rates'). The performance program must be updated each year, and serves as the basis for the annual evaluation of performance. The downloadable performance program template can be found here.

3. **Performance Evaluation (annual)**: UUP and SUNY Board of Trustees policies mandate that each employee receives a written evaluation of performance each year. Supervisors use the downloadable performance evaluation template to rate the employee's performance in the past year, based on the duties, responsibilities, and expectations outlined for that year in the performance program. Please note that Human Resources will not accept performance evaluations without a corresponding performance program. In the performance program, supervisors rate the employee's performance in each area as *Outstanding/Very Good/Good/Improvement Needed/Unsatisfactory/Not rated (not applicable)* and provide evaluative comments. These ratings and comments are crucial both to provide support for recommendations of merit increases and to document problems that require intervention. The performance evaluation is shared with the employee and provides an opportunity for discussion. Instructions for completing the evaluation are here.

Schedule: The Performance Program and Evaluation Compliance Matrix outlines the intervals at which performance programs and performance evaluations are due. Please note that after the first year of service, all new employees will be put on the July 1st – June 30th schedule. For example:
- Employee begins employment on December 1, 2019. The first performance program is for the period dated December 1, 2019 – November 30, 2020.
- The second performance program is dated December 1, 2020 – June 30, 2021.
- The third performance program is dated July 1, 2021 – June 30, 2022, and all subsequent programs follow the July 1 - June 30 schedule.