DID YOU KNOW?

Performance Program Evaluation Dates

Performance program and evaluation dates are very important. We have advised you that the Buffalo Center Chapter of UUP has made it a priority to be sure all professional employees' performance programs and evaluations are current.

- **In order to be evaluated**, you must have a performance program in place for the year prior to the evaluation. This is because, contractually, your evaluation must be based on the goals and expectations set out in your performance program from the year before.

- **If your performance program is current, but your evaluation is written more than one year after the fact, it will not stand.** Employee Relations should automatically return the evaluation to the department, and advise the manager that it is too old to be a valid document. The only exception to this is when the employee does not yet have permanent appointment. *If you receive such an evaluation, please advise the union as soon as possible so we can make sure it is not put in your official personnel file as it stands*

- **Employees coming up for permanent appointment must have all their annual evaluations complete and up-to-date for submission to the SUNY chancellor’s office.** If the evaluations were not completed in a timely fashion, they cannot now be produced and labeled “unsatisfactory.” Their timely completion is a management duty and if the management does not satisfy its duty, the consequences cannot be detrimental to you. Therefore evaluations produced after the fact must be labeled satisfactory, and cannot be negative.