**PERFORMANCE PROGRAM FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NATURE OF REQUIRED DUTIES AND RESPONSIBILITIES:**

**Institutional Responsibilities**

* Maintain an awareness of XXX subject areas and XXX information technologies to support campus policies and initiatives.
* Demonstrate a deep understanding of the role of XXX in relation to the campus mission.
* Assist in the coordination and alignment of XXX services and programs with the College’s goals and priorities.
* Assist in coordinating and aligning XXX with SUNY System goals and priorities.

**Divisional Responsibilities**

* Demonstrate a deep understanding of current LIS initiatives and projects.
* Actively support divisional projects and services within the scope of XXX duties.
* Serve as a member of the XXX divisional committee or group.
* Assisting the Dean and all LIS units in leading, championing, and leveraging XXX in supporting and advancing the College mission.
* Serve as a representative of the XXX LIS Unit in campus committees, organizations, and functions.

**Unit Responsibilities**

1. **Primary functional areas of responsibility (these are only sample functions and duties, staff will have many or few, and with varying amounts of autonomy and responsibility) :**

Responsible for the leadership, coordination, planning and integrative management of XXX including:

* Lead or coordinate XXX
* Manage XXX services
* Develop and assess XXX
* Plan strategic and operational programs for XXX
* Oversee XXX
* Create and gain approval for policies on XXX

Function as XXX manager. Specific tasks include:

* Facilitate and collaborate with other staff on XXX:
* Work with XXX
* Involve XXX in service improvement
* Provide customer service for XXX
* Negotiate pricing and contracts for XXX
* Select and implement XXX
* Keep up-to-date and informed of XXX
* Oversee XXX
* Ensure adherence to standards of XXX
* Create documentation for XXX
* Provide training and support for XXX
* Update policies on XXX
* Implement XXX
* Report regularly on XXX

Overall project or operational manager for XXX. Duties include:

* Manage the budgets for XXX
* Lead the functional team working on XXX of
* Participate in planning and operational meetings for XXX
* Follow through of XXX
* Maintain XXX calendar and schedule
* Work with XXX on XXX
* Promote the campus-wide use of XXX
* Develop and implement assessment for XXX

Serve as primary XXX for XXX. Duties include:

* Supervise XXX
* Responsible for oversight of XXX including but not limited to XXX
* Coordinate with other LIS units such as XXX
* Responsible for managing a number of budgets including XXX
* Serve as secondary supervisor for XXX
* Responsible for overseeing budget records of all XXX
1. **Participate in the following groups and committees for XXX year:**

Serve as chair of the XXX Committee;

Serve as member of the XXX groups and committees.

1. **Short-term OBJECTIVES for XXX year:**
* Continue to work on XXX
* Continue to learn and refine XXX
* Improve or redesign protocol for XXX
* Assist in the design and implementation of XXX
* Coordinate project management of XXX
* Continue to develop opportunities for XXX
* Complete transition from XXX to XXX
1. **Short-Term Professional Development for XXX year:**
* Attend XXXX conferences
* Participate in XXX online webinars
* Learn XXX software or technology
* Develop XXX skills through XXX processes.

**SUPERVISORY RELATIONSHIPS**

 XXXX will directly supervise XXX.

XXX will be directly supervised by XXX.

**Evaluation Criteria**

The performance evaluation will be based on the following (from UUP):

1. Effectiveness in performance - as demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity and relationship with colleagues.
2. Mastery of specialization - as demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.
3. 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, procedures, or apparatus.
4. 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-related or University-related student or community activities.
5. Continuing growth - as demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities. The foregoing criteria and examples thereof are presented for descriptive and explanatory purposes only and are in no way intended to be all inclusive or to limit the immediate supervisor in the selection of appropriate criteria for evaluation.

( sample criteria might include quality of work, quantity of work, resourcefulness and innovation, promotability, work habits, relationships with colleagues and team orientation, contributions to unit, divisional, and college goals, or XXX)

**SECONDARY SOURCES (note, these are not “Secondary Reviewers” from article 7 of the SUNY Plattsburgh Performance Review of Professional Employees agreement, and will not be entering an independent evaluation into the performance review file. These are not required)**

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| --- | --- | --- |
| Name | Position/Title | Department |
| Members of the XXX | XXX | XXX |
| Customers for XXX service or program | XXX | XXX |