

From: [Jamie E. Warnes, Interim Associate Vice President, Human Resource Management](#)
To: [Kawaler, Lydia](#)
Subject: Annual Performance Evaluations Reminder
Date: Wednesday, May 26, 2021 2:27:12 PM

TO: Deans, Directors, and Department Chairs

As we prepare our individual and departmental annual reports for 2020-2021, I am taking this opportunity to remind supervisors that annual performance evaluations for all professional and civil service employees are required by College, SUNY, and State Civil Service policy, as well as all collective bargaining unit agreements. As we have been navigating the COVID-19 pandemic, we have been learning and adapting to new ways of managing operations in this remote environment. The procedural aspects in the collective bargaining agreements for performance programs and evaluations have not changed, but our approaches can. The forms may be routed electronically via e-mail. You may discuss the evaluation remotely with the employee via mail, e-mail, phone call, Skype, Blackboard Collaborate, etc. and scan the file to them. Please be sure the employee receives a copy of the evaluation before it is forwarded to the next approver. You may call them to confirm receipt of emails.

President Conway-Turner has communicated to the campus community that she considers performance programs and evaluations to be a primary responsibility of all supervisors, and it is her expectation that these be done each year for all employees. We rely on supervisors to provide honest and constructive feedback to staff to assist them in addressing any performance issues and providing positive commentary where appropriate to motivate and encourage excellent performance. Supervisors should be aware that fulfilling this important responsibility will be considered in decisions to award discretionary increases, promotions, and other personnel actions.

The evaluation cycle for professional employees with permanent appointment and for Management Confidential employees is July 1 - June 30 of each year, which aligns with the cycle for annual reports. The evaluation cycle for classified employees with permanent appointment is April 1 - March 31 of each year. Human Resource Management tracks and records completed performance evaluations for all employees.

Employees with probationary or term appointments should be evaluated on cycles beginning with the date of appointment. Human Resource Management will remind supervisors when evaluations and/or recommendations related to probationary and term appointments are required.

Evaluations should be based on a performance program which clarifies job expectations and goals for the following year. Job descriptions should be reviewed each year and updated as appropriate. Please ensure this information is current for your professional and civil service employees.

Managing employee performance with job descriptions, performance programs and evaluations is an ongoing process of communication between a supervisor and an employee and provides an opportunity to address issues in a timely fashion and to more effectively foster employee development. By clarifying job expectations, responsibilities, and providing specific feedback, you enhance your staff's ability to be successful in their work and meet expected outcomes and goals.

[Information and forms on the performance evaluation process](#) is available on the Human Resource Management website.

If you have any questions or need assistance with employee evaluations, please contact Human Resource Management at kawalel@buffalostate.edu.

Thank you for all the contributions you have been making in these very challenging times. We appreciate your dedication and cooperation in this important process.

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Copy: President Conway-Turner, Provost Mayrose, Vice President Barnum, Vice President Finnerty, Vice President Gordon, CIO and Vice President Malcolm, Chief of Staff and CDO Rodriguez-Dabney