

2009 Individual Annual Reports (IAR) Guidelines Required of ALL UUP Professionals

Performance-Based (DSI) Adjustment

All professional staff members are required to submit an Individual Annual Report (IAR) outlining their specific accomplishments and contributions to their department, division, and to the College. This IAR will cover the time period of July 1, 2008 through June 30, 2009 and will be utilized in two ways:

1. To be submitted to the department head for use in completing the required departmental annual report; and
2. To be used in conjunction with a DSI Supplemental Rating Form completed by the immediate supervisor as submission for DSI.

The supervisor will then be required to submit the employee's Individual Annual Report (IAR) and the completed DSI Supplemental Rating Form to the appropriate AVP/VP which will serve as an overall recommendation from the supervisor for DSI of his/her employee.

Due Dates

IAR Due to the Immediate Supervisor by: **Wednesday, May 27, 2009**

DSI Supplemental Rating Form due to VP by: **Friday, July 10, 2009**

What is the Individual Annual Report?

As indicated on page four (4) of the February 5, 2007 DSI Process report available at: http://www.cortland.edu/hr/Policies/Prof_DSI_Report.pdf the IAR is meant to serve as a record of each professional employee's specific accomplishments and contributions to their department, division, and to the College.

The IAR should be a concise overview of the employee's performance and accomplishments during the past year from July through June. The performance/accomplishments should be directly related to the performance program, its short and long term objectives, and any additional tasks/ activities/accomplishments that demonstrate exceptional performance across the three primary criteria for DSI: Effectiveness in Performance, Professional Ability, and Effectiveness in University Service and Continuing Growth.

As a reminder, DSI is designed to promote excellence in professional service by recognizing and rewarding exceptional performance in individuals who have performed at the highest level within their identified duties and have gone above and beyond those duties. It is understood that there is an institutional expectation for all employees to demonstrate excellence in the daily performance of their duties and responsibilities. The IAR should highlight exceptional performance.

To assist in the preparation of this IAR, a sample format is attached.