

**STATE UNIVERSITY OF NEW YORK AT STONY BROOK  
SUPERVISOR'S STATEMENT**

Consideration for Permanent Appointment in the Professional Service

Employee Name \_\_\_\_\_ Official Title/SL \_\_\_\_\_

Department : \_\_\_\_\_ Professional Service Date \_\_\_\_\_ Current Title Date \_\_\_\_\_

Supervisor's Appraisal of the Professional Employee:

Your written statement must comment specifically on each of the points listed below.

**Note: The statement/narrative shall not violate confidentiality of any of the references/contacts solicited.**

1. The individual's performance in his/her assigned duties during the period of his/her professional service at the University, applying the expected standards for the position.
2. Significant contribution/s in current title.
3. Significant contribution/s in University service.
4. Technical/professional competence.
5. Greatest skills/strengths.
6. Factors most likely to inhibit promotion or future growth.
7. Most possible promotion (areas or levels, not titles).
8. Evidence of professional growth.
9. Evidence of this employee's (a) motivation, (b) interpersonal skills, (c) adaptability to change and (d) other personal traits.
10. Other distinguishing characteristics, if any.

Supervisor's summary of reasons for recommending or not recommending Permanent Appointment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent Appointment Recommendation

Yes\_\_\_ No\_\_\_ \_\_\_\_\_  
Supervisor Date

Yes\_\_\_ No\_\_\_ \_\_\_\_\_  
Department Head Date

Yes\_\_\_ No\_\_\_ \_\_\_\_\_  
Vice President/Provost Date