

**SUBJECT: PERFORMANCE REVIEW**

Each member of the faculty and other staff shall receive a minimum of one performance review per year.

Teachers who are subject to the provisions of Education Law 3012d shall receive annual professional performance reviews in accordance with the approved BOCES APPR plan.

Such written summary of performance will be made by the immediate supervisor and shall be placed in the individual's personnel folder, consistent with procedures detailed in administrative regulations.

**Adopted: February 13, 2002**  
**Revised: July 9, 2014**  
**Revised: December 12, 2018**  
**Adopted: February 13, 2019**