

## **GUIDELINES FOR SUSTAINED PERFORMANCE EVALUATIONS**

College of Liberal Arts & Sciences, University of Florida

### **General Information**

The sustained performance evaluations program (SPEP) requires that tenured faculty members receive a sustained performance evaluation once every seven years following the award of tenure, their most recent promotion, or the last decanal recommendation that they receive a SPP award. The purpose of this evaluation is to document sustained performance during the previous six years of assigned duties. The evaluation is designed to determine if a tenured faculty member's performance is satisfactory or unsatisfactory. The relevant article from the current collective bargaining agreement (CBA) is reproduced below. Nothing in these guidelines supersedes or replaces the CBA article.

Departmental Reports are due to Arlene Williams in Turlington 2014 on or before the due date in the accompanying email.

### **Sources and Methods of Evaluation**

The chair shall collect/prepare the information for the assessment. The information shall include only a faculty member's last six annual letters of evaluation and evaluative documents contained in the faculty member's evaluation file for the period of review.

### **Appointment and Responsibility of Sustained Performance Evaluation Program Committee**

The SPEP committee, composed of tenured faculty only, should be appointed by the chair or elected by the department. It is be the responsibility of the committee to review the materials and to prepare a report for the chair. The documents contained in the faculty member's evaluation file shall be the sole basis for the sustained performance evaluation. The committee will use its expertise to assess a faculty member's performance and provide one of two determinations to the chair:

1. Sustained performance is satisfactory.
2. Sustained performance is consistently below satisfactory in one or more areas of assigned duties.

The SPEP committee report is advisory to the chair and considered in the chair's review and assessment of the faculty member's sustained performance. The committee should provide an explanation if its assessment is that the performance is below satisfactory. The procedure for review and the committee selection process should be part of the department by-laws and made available to the faculty.

### **Report to the College**

If the faculty member's performance is found to be satisfactory, then the report to the college simply states that finding.

If the faculty member's performance is found to be unsatisfactory, the chair should consult with the senior associate dean of the college regarding the report and establishment of a Performance Improvement Plan.

The college report will be provided to the Provost.

### **Article 18.8 of 2013-2016 CBA**

18.8 Sustained Performance Evaluations. Tenured faculty members shall receive a sustained performance evaluation once every seven years following the award of tenure, their most recent promotion, or the last decanal recommendation that they receive a Salary Performance Plan award. The purpose of this process is to evaluate sustained performance during the previous six years of assigned duties. A faculty member who has received satisfactory annual evaluations during four or more of the previous six years, including one or more of the previous two (2) years, shall be rated satisfactory in the sustained performance evaluation.

(a) Only tenured faculty and the chair may participate in the development of applicable procedures. Sustained performance evaluation procedures shall ensure involvement of peers at the department level.

(b) The procedures for the sustained performance evaluation shall be made available to department faculty and included in the department's bylaws.

(c) The documents contained in the faculty member's evaluation file shall be the sole basis for the sustained performance evaluation.

(d) A faculty member may attach a concise response to the evaluation.

(e) A performance improvement plan resulting from a Sustained Performance Evaluation shall be developed only for those faculty members whose performance is identified through the sustained performance evaluation as being consistently below satisfactory in one or more areas of assigned duties.

(f) The performance improvement plan shall be developed by the faculty member in concert with his/her chair and shall include specific performance targets and a reasonable time period for achieving the targets. If the faculty member and the chair are unable to reach agreement on a plan, the dean shall resolve the issues in dispute.

(1) With approval of the Dean, the University shall provide specific resources identified in an approved performance improvement plan.

(2) The chair shall meet periodically with the faculty member to review progress toward meeting the performance targets.

(3) It is the responsibility of the faculty member to attain the performance targets specified in the performance improvement plan. If the plan identifies specific deadlines for attaining performance targets and the faculty member fails to attain the targets by the deadlines, the department/unit has the responsibility to take appropriate actions.