

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 either the awarding of tenure or their most recent promotion. The purpose of this evaluation is to document and evaluate 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 the associate dean whose portfolio contains faculty evaluation (currently Kevin Knudson) with a copy to Robin Schriber 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 comprise 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

An SPEP committee, composed of tenured faculty only, should either be appointed by the chair or elected by the department. Consult your unit's bylaws for guidance on this point. It is 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.

Note that 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 years, shall be rated satisfactory in the sustained performance evaluation.

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.

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 contact the associate dean whose portfolio includes faculty assessment to report the finding and consult on the establishment of a Performance Improvement Plan. The college report will be provided to the provost.

Article 18.8 of 2021-2024 CBA

18.8 Sustained Performance Evaluations. Tenured faculty members shall receive a sustained performance evaluation once every seven (7) years following the award of tenure or their most recent promotion. The purpose of this process is to evaluate sustained performance during the previous six (6) years of assigned duties. A faculty member who has received satisfactory annual evaluations during four (4) or more of the previous six (6) years, including one (1) 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 unsatisfactory in one (1) or more areas of assigned duties.
- (f) The faculty member and their chair shall work in concert to set expectations and develop strategies for the performance improvement plan. The plan 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.

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