

GUIDELINES FOR THE SUSTAINED PERFORMANCE EVALUATION PROGRAM (SPEP)

College of Liberal Arts and Sciences
University of Florida

A. General Information

The Board of Regents has approved a Sustained Performance Evaluation Program (SPEP) to become effective at the beginning of the 1997-98 academic year. CLAS will operate within the general guidelines specified by the Office of Academic Affairs, as detailed below, with only minor variations to take into account the complexity of our many departments and programs.

The SPEP requires that tenured faculty members receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance as a tenured faculty member during the previous six years of assigned duties and to encourage continued professional growth and development. Tenured faculty with administrative appointments of chairperson and above shall not be eligible for this review until they resume faculty duties for the required six year period. Specifically, the evaluation is designed to determine if a tenured faculty member's performance is satisfactory or unsatisfactory.

This program is to become effective at the beginning of the 1997-98 academic year. In phasing-in implementation of this program, the University shall review eligible faculty members, those who were awarded tenure or promotion in rank prior to 1991-92, by the end of the 1999-2000 academic year.

B. Review Schedule

The SPEP should be developed as part of the annual review and evaluation process. Each eligible faculty member shall be notified of the scheduled review date by his or her chair. The first group (anticipated as about one-third of the currently eligible faculty in the College, although it could be more if desired) will have accrued the longest time since tenure and/or promotion and will be reviewed in 1997-98. Successive SPEP reviews will follow accordingly. Each department will set a review schedule in keeping with its annual review procedure.

After the initial evaluation "phase-in" period, all faculty members will be scheduled for review every seven years after their first review, or when they have served seven years after being tenured or promoted.

C. Sources and Methods of Evaluation

The chair shall collect/prepare the information for the assessment. The information shall include a faculty member's last six annual letters of evaluation and related evaluative information (e.g., data from student evaluation of teaching program) contained in the faculty member's evaluation file for this period of review.

D. Appointment and Responsibility of Sustained Performance Evaluation Program Committee (SPEPC)

The SPEPC shall be appointed by the chair. It shall be the responsibility of the SPEPC to review the materials and to prepare an evaluation report. The report shall rate the faculty member's performance according to the following:

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

The SPEPC 's evaluation report and recommendation for an improvement, if applicable, shall be advisory to the chair and shall be considered in the chair's review and assessment of the faculty member's SPEP information.

E. Responsibility of Chair

Following the chair's review of the SPEP information, including the SPEPC's report, the chair shall prepare the evaluation of the faculty member's sustained performance. The results of the sustained performance review may be incorporated in the annual letter of evaluation, as appropriate. The chair will rate the faculty member according to one of the two evaluation categories mentioned above and provide a statement explaining his/her decision. The faculty member may attach a concise response to the evaluation and that statement will be attached to the evaluation and become part of the faculty member's personnel record. A meeting will be scheduled with the faculty member to review the evaluation. In addition to discussing the faculty member's SPEP report, this meeting may also serve as the end-of-the-year evaluation performance conference.

F. Performance Improvement Plan

For faculty members whose performance is identified through the SPEP as being below satisfactory, the department chair shall develop, in concert with the faculty member, a Performance Improvement Plan with specific performance standards and a time period for achieving the standards. The department and the College Office are responsible for specific resources, if any, identified as needed in the plan. It shall be the responsibility of the department chair to meet periodically with the faculty member to monitor any required Performance Improvement Plan and to evaluate evidence that his or her prescribed performance standards are met.

Failure to meet these performance standards in the specified time frame could result in those actions described in Article 16 of the Collective Bargaining Agreement for in-unit faculty or the University's Rule 6C1-7.048 of the Florida Administrative Code for faculty who are not covered by the Collective Bargaining Agreement.

G. Appeal Process

If the faculty member and his or her chair fail to agree upon the elements to be included in a Performance Improvement Plan or fail to agree upon the subsequent attainment of the performance standards, the faculty member may use the University's appeal process, which includes a review by the Dean and/or Provost's designee, whose decision is final.

H. Timetables

Faculty will be provided a (1) SPEP timetable and (2) projected evaluation timetable for eligible faculty.

I. Report to the Provost

On or before June 30, the listing of those tenured faculty identified as needing improvement shall be submitted by the College Office to the Provost with a brief statement of the identified faculty member's required improvement plan.