

SUSTAINED PERFORMANCE EVALUATION PROGRAM (SPEP)
College of Education Procedures

A. General Information

The Board of Regents and the United Faculty of Florida have approved a Sustained Performance Evaluation Program (SPEP) to become effective at the beginning of the 1997-98 academic year. 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 or above shall not be eligible for this review until they resume faculty duties for the required six-year period.

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. Each eligible faculty member shall be notified of the scheduled review date by his or her chair.

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

B. Sources and Methods of Evaluation

The only materials that may be used in the Sustained Performance Evaluation are faculty annual evaluations made since the last Sustained Performance Evaluation or the award of tenure or promotion and whatever documents were used as the basis for those evaluations.

The Chair shall prepare the information for assessment.

C. Tenured department faculty shall recommend whether each tenured faculty member shall receive a satisfactory rating for the Sustained Performance Evaluation or shall be rated unsatisfactory and in need of a Performance Improvement Plan in any area(s) of assigned duties.

(1) Faculty who have received satisfactory annual evaluations since their last SPEP evaluation or award of tenure or promotion shall not be rated unsatisfactory.

(2) For the Chair to make a finding that sustained performance is unsatisfactory there must be a clearly documented pattern of unsatisfactory performance of one or more assigned duties explicitly stated in the annual letters of evaluation over the six-year period of review.

The department faculty's recommendation shall be advisory to the chair and shall be considered in the chair's review and assessment of the faculty member's SPEP information.

D. Responsibility of Chair

After reviewing the SPEP information including the faculty recommendation, the chair shall prepare the evaluation of the faculty member's sustained performance. The chair will rate the faculty member as satisfactory or unsatisfactory in each area of assigned duties and provide a statement explaining his or her decision. The faculty member may attach a concise response to the evaluation and that statement will be attached to the evaluation and become a part of the faculty member's personnel record. A meeting will be scheduled with the faculty member to review the evaluation.

E. Performance Improvement Plan

Faculty members whose performance is identified through the SPEP as being unsatisfactory shall develop, in concert with the department chair, a Performance Improvement Plan with specific performance targets and a time period for achieving the targets. The department shall provide specific resources identified in the plan. It shall be the responsibility of the department chair to meet periodically with the faculty member to review progress toward meeting the performance targets specified in the Performance Improvement Plan.

The faculty member shall be notified in writing when a Performance Improvement Plan has been fulfilled, and a copy of that notice shall be placed in the faculty member's personnel file.

Failure to meet these performance targets 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.

F. Appeal Process

If the faculty member and his or her chair fail to agree upon the chair's rating as provided in Section D above or the elements to be included in the Performance Improvement Plan as provided in Section E above, the faculty member may use any of the appeal processes available to faculty members within the University.