

**Florida Atlantic University**  
**D. F. Schmidt College of Arts & Letters**  
**School of the Arts**  
**Department of Visual Arts & Art History**

Sustained Performance Evaluation  
Protocol and Criteria

In compliance with the Collective Bargaining Agreement (CBA) and the Provost's Memorandum of October 3, 2016, the Department of Visual Arts & Art History (VAAH) presents the protocol and criteria for Sustained Performance Evaluation (SPE). This review of activity and accomplishment on the part of tenure faculty members of the department is intended to account for the many and varied creative and scholarly endeavors that take place within the parameters of faculty assignments and "to foster sustained excellence and professional development, and to recognize and reward outstanding achievement." SPE refers closely to annual faculty reports, but it is an exercise separate from annual evaluation, and it focuses on a separate file that is submitted separately by the faculty member under review and reviewed independently by a committee of peers within the department via the Department Chair. SPE files are submitted to the Dean of the College for confirmation or discussion, should there be any difference of opinion in the evaluation between the Dean and the departmental committee, and then forwarded to the university administration. A college committee, separate from the departmental committee and the Dean, exists to review those files that are deemed by one or the other evaluating party to be below the department's established expectations. The college committee will be convened at the faculty member's request, and the report of the committee will be included in the SPE file.

The SPE review will take place on a seven-year cycle according to the parameters listed in the Provost's memorandum. A staggered schedule for review does not allow for early submission, and a faculty member's promotion to a new rank resets the cycle for that faculty member. Faculty members on the DROP program are not subject to SPE, and there are certain exceptions for faculty members that for a time serve in administrative positions.

The evaluation file is uniform throughout the university, and it consists of the following elements (text from the Provost's memorandum):

- a current *curriculum vitae* that clearly highlights accomplishments in teaching, scholarship, and service during the period under review,
- copies of the faculty member's last seven annual assignments and annual evaluations,
- a copy of the report of the previous SPE, if available,

- a copy of the published performance expectations from the faculty member's academic unit [n.b., the performance expectations for VAAH are the annual evaluation criteria and the departmental evaluation protocol], and
- a brief (2 page) narrative from the faculty member.

VAAH recognizes that SPE evaluation is based on the career timeline of faculty members and that tenured faculty members may or may not be subject to review each year; therefore, the committee of peers will be constituted on an annual basis in accordance with the individual circumstances of one or more faculty members eligible for SPE review. The same committee will evaluate all eligible faculty within a particular year, and a new committee will be constituted should there be further faculty members eligible in a subsequent year. The Department Chair will appoint to the committee three faculty members from the ranks of Full Professor or Associate Professor, excluding naturally those subject to SPE review and exercising discretion to ensure the equanimity of the process for all involved. Membership on the committee will be given due proportion in the committee member's annual assignment.

The protocol for annual evaluation will be a numerical calculation of overall scores in annual evaluation for the seven-year period subject to SPE review (n.b., the individual scores in each category of evaluation, teaching, research, and service may be different from the overall score, but it is this latter score that enters SPE calculation). The five-tier verbal scale for evaluation will be translated into numerical points in the following way: 'Exceptional' – 5 points, 'Outstanding' – 4 points, 'Good' – 3 points, 'Needs Improvement' – 2 points, 'Unsatisfactory' – 1 point. This scale went into effect in 2015, and it replaced a four-tier scale that was in effect previously.

Should there be need to refer to the pre-2015 four-tier scale in a faculty member's evaluation, the following numerical equivalence will be applied to the referenced years:

pre-2015 'Excellent' = 5 points,  
pre-2015 'Above Satisfactory' = 5 points,  
pre-2015 'Satisfactory' = 4 points, and  
pre-2015 'Below Satisfactory' = 2 points.

The calculation of an SPE score is referenced to a three-tier scale of expectations: 'Exceeds Expectations', 'Meets Expectations', and 'Fails to Meet Expectations'. An SPE score consists of the summation of points for each of the seven years in the evaluation cycle according to the following ranges:

Exceeds Expectations: 27 – 35,  
Meets Expectations: 19 - 26, and  
Fails To Meet Expectations: 7 – 18;

n.b. the use of integral numbers in the evaluation ensures that the summation will not result in fractions.

VAAH recognizes that SPE is a holistic evaluation of a faculty member's contribution to the institution's academic life and activities in research, teaching and service over a period well beyond that of the annual evaluation. The SPE committee may not issue an evaluation inferior to the summation of annual numeric evaluations, but the committee reserves the right to issue an evaluation superior to the summation in light of newly prominent criteria, such as community service and public engagement or student recruitment, non-traditional or alternative routes to be determined by the academic expertise of the tenured faculty of the department, and/or multi-year activities that are not demonstrated or insufficiently demonstrated in annual evaluations. Faculty members are encouraged to highlight such accomplishments in the curriculum vitae and two-page narrative that they submit.

An SPE summation that results in 'Fails To Meet Expectations' and that has been confirmed following consultation between the Dean and the departmental SPE review committee of peers, potentially also with the independent evaluation of the college committee, will trigger the development of a Sustained Performance Improvement Plan (SPIP) as outlined in Article G of the Provost's memorandum. This improvement plan is independent of any plan triggered by a relevant annual evaluation during the course of the seven-year cycle under SPE evaluation. The SPIP may take into consideration alternative activities that are relevant to the faculty member's assignment and overall professional activity.

At its March 27, 2017 meeting, VAAH determined to use the criteria for annual evaluation approved by the department on February 4, 2011. VAAH reserves the right to change the content and scope of its criteria and the protocol for calculating SPE through due departmental deliberation and review by the college administration in a manner that is consistent with Article J of the Provost's memorandum.

Responsibility for storing documents submitted to and generated by the departmental SPE process rests with VAAH, and these documents will be preserved in a manner consistent with all legal requirements and university protocols regarding personnel records.