

**Sustained Performance Evaluation Policy and Criteria
Department of Counselor Education
September 1, 2017**

The principles for the Sustained Performance Evaluation (SPE) of faculty in the Department of Counselor Education align with the College of Education policy. The Department will have an SPE review committee to review Associate and Full Professors, and this committee will be comprised of faculty at these ranks. SPE faculty files will be kept in the COE personnel files.

The intent of SPE is to promote active engagement in the activities of the academy that effectively demonstrate competence and excellence. To this end, the Department adopts the 5 items in the Provost’s October 3, 2016 memo regarding the content of the SPE file. In this vein, to *sustain performance*, an *Associate or Full professor should demonstrate competence and excellence in each of the three areas of teaching, scholarship, and service. The list below is congruent with, yet distinct from the College of Education P&T Criteria.

*These criteria are for sustained performance evaluation and should not be used to infer movement toward promotion to full professor; associate professors working toward full should consult and abide by the COE Criteria for P&T.

▪ **Scholarship**

Meets Criteria for SPE (1.5% raise**). Candidate should provide:	Exceeds Criteria for SPE (3% raise**). Candidate should provide:
<ul style="list-style-type: none"> ▪ Evidence of two indicators of excellence from COE P&T criteria for scholarship. ▪ Evidence of sustained collaboration with not less than 2 students and/or departmental colleagues in scholarship. 	<ul style="list-style-type: none"> ▪ Evidence of being an author/co-author of a published book; or ▪ Evidence of more than two indicators of excellence from COE P&T criteria for scholarship. ▪ Evidence of sustained collaboration with 2 or more students and/or departmental colleagues in scholarship.

▪ **Teaching**

Meets Criteria for SPE (1.5% raise**). Candidate should provide:	Exceeds Criteria for SPE (3% raise**). Candidate should provide:
<ul style="list-style-type: none"> ▪ Evidence of quality teaching as measured by peer evaluations, and/or student evaluations. ▪ Evidence of engagement in the doctoral program (i.e., dissertation committee) 	<ul style="list-style-type: none"> ▪ Evidence of quality teaching as measured by peer evaluations, and/or student evaluations. ▪ Evidence of leadership in the doctoral program (i.e., chairing dissertation committees)

<ul style="list-style-type: none"> ▪ Evidence of one indicator of excellence from COE P&T criteria for teaching. 	<ul style="list-style-type: none"> ▪ Evidence of more than one indicator of excellence from COE P&T criteria for teaching.
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▪ **Service**

Meets Criteria for SPE (1.5% raise**). Candidate should provide:	Exceeds Criteria for SPE (3% raise**). Candidate should provide:
<ul style="list-style-type: none"> ▪ A minimum of one example (each) of providing service in a consistent manner inside (e.g., department and university service) and external (e.g., local, national, international service) to the University. 	<ul style="list-style-type: none"> ▪ More than one example (each) of providing leadership in a consistent manner inside (e.g., department and university service) and external (e.g., local, national, international service) to the University.

**Salary increases of 1.5% and 3% are based on base salary increases provided in the Provost’s SPE memorandum of October 3, 2016.

Voting and Reporting

The members of the CE Department who are tenured faculty will serve as the review committee to review and vote on the SPE rating for faculty members. Balloting will follow the approved P&T procedures within the department. Following the vote, this committee will prepare a brief report summarizing its assessment, citing specific evidence in support of its findings. This report will be added to the SPE file. Following the vote, the chair of the Department will inform the faculty member of the vote, and report the results to the dean of the COE.

SPE File

Each faculty member that is due for a Sustained Performance Evaluation shall create a file for evaluation by the SPE Committee. The file should contain:

- a current *curriculum vita* 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 (see Articulation of Unit Expectations below), and
- a brief (2 page) narrative from the faculty member.