**Wilkes Honors College of Florida Atlantic University**

**2022**-**2023 Sustained Performance Evaluation Calendar**

**September 12, 2022 – Due date for candidate notification**

The Associate Dean shall notify faculty members of upcoming Sustained Performance Evaluations (SPE) no less than 3 months in advance of the due date for the evaluation file.

**December 12, 2022 – Due date for candidate submission of SPE e-portfolio**

The faculty member shall submit his/her SPE e-portfolio in Interfolio for review by the Chair of the P&T Committee.

**January 16, 2023 – Due date for cases to be moved forward to P&T Committee for review**

The Chair of the P&T Committee verifies that documents submitted in the candidate’s file are complete and ready for review by moving the case forward to the SPE Committee in Interfolio.

**February 27, 2023 – Due date for P&T Committee’s e-portfolio review and assessment**

The SPE Committee reviews each SPE file in light of the College’s published performance expectations, and assesses whether these expectations have been met.

**March 13, 2023 – Due date for SPE Committee’s report**

The Chair of the P&T Committee will prepare a brief report summarizing the committee’s recommended assessment of the faculty member’s performance during the evaluation period. The committee’s report will indicate whether the faculty member’s performance Exceeds Expectations, Meets Expectations, or Fails to Meet Expectations, and cite specific reasons and evidence to support its conclusion.

The P&T Chair will upload the report to the faculty member’s SPE case in Interfolio and move it forward to the Dean.

**March 27, 2023 – Due date for Dean’s letter**

The Dean will prepare a brief letter indicating the outcome of the faculty member’s SPE evaluation and upload it to his/her SPE case in Interfolio.

**March 27 - 31, 2023 – Candidate meetings**

The faculty member will meet with the Associate Dean, Chair of the P&T Committee and, at the request of the faculty member, his/her Chair, to discuss the final outcome of the evaluation. The P&T committee’s report and the Dean’s letter are shared with the faculty member at or before the meeting.

**April 13, 2023 – Deadline for appeal of final decision**

The faculty member may appeal the final decision to the University Provost. He/she is allowed one week after receiving the Dean’s written decision to prepare a written response to it.

**April 14, 2023 – Due date for Dean’s memo to Provost**

The Dean will prepare a brief memo to the Provost summarizing the results of the College’s SPE evaluations.

**2022-2023 SPE CANDIDATES**

* **Veljko Dragojlovic**
* **Dorotha Lemeh**