

**DEPARTMENT OF ANTHROPOLOGY
FLORIDA ATLANTIC UNIVERSITY**

SUSTAINED PERFORMANCE EVALUATION GUIDELINES

The Sustained Performance Evaluation (SPE) is a periodic review of tenured faculty which evaluates faculty accomplishments over a period of multiple years. The SPE in the Department of Anthropology shall be based upon each faculty member's *overall rating* on the Annual Faculty Report over a seven-year cycle.

General Information

The University requires that tenured faculty members receive a Sustained Evaluation. The major objectives of this evaluation are

- To document sustained performance during the previous seven (7) years of assigned duties
- To recognize and reward sustained excellence in teaching, research, and service
- To identify and address unsatisfactory performance in these three areas

Evaluation Process

The SPE committee in the Department of Anthropology will consist of the Associate and Full Professors. This committee will select its own chair.

A copy of SPE evaluations will be kept in the department files as hard copies and as electronic copies.

Evaluation File

As stated in the university provost's memo, the SPE will be conducted based on a portfolio containing the following documents:

- 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 reports, including faculty response(s);
- 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;

- A brief (2 page) narrative from the faculty member.

The contents of each SPE portfolio are to be kept confidential throughout the evaluation process.

Articulation of Criteria for Evaluation

The overall ratings include performance evaluation in the **three core areas** of Teaching and other instructional activities; Research, scholarship, and creative accomplishment; and Service.

1. Teaching

Teaching is evaluated holistically and may involve a variety of instruction-based activities and indicators. In addition to Student Perception of Teaching (SPOT) scores, overall teaching evaluation may include the following:

- Directed independent studies (DIS)
- Undergraduate research supervision
- Internship supervision
- Graduate and undergraduate thesis supervision
- Dissertation supervision
- Thesis committee participation
- Dissertation committee participation
- New course preparation
- Field and/or laboratory-based instructional activities

2. Research

Research may include the following:

- Scholarly publications: books, articles in peer-reviewed journals, chapters in scholarly books
- External grants
- Ongoing field and laboratory work
- Creative work such as museum exhibitions
- Conference presentations

3. Service

Service may take various forms and involve a number of activities within the university, profession, and/or local community.

University service may include

- Chair or other officer on university/college/department committees, councils, assemblies and/or senates of recognized importance to university governance and operation
- Member on university/college/department committees, councils, assemblies and/or senates of recognized importance to university governance and operation

Professional service may include

- Appointed or elected to high office in a national or international scholarly or professional association
- Editor or book review editor for a scholarly journal
- Serving on the editorial board of a scholarly journal
- External reviewer for a manuscript or grant
- Editor or book review editor for a scholarly journal
- External program reviewer

Community service may include

- Serving as an officer or member of a government or organizational board
- Giving presentations/talks to community organizations

Performance Evaluation

The SPE of each faculty member shall be evaluated according to the following three categories:

1. Performance Exceeding Expectations

In order to receive a rating of “Exceeds Expectations,” a faculty member must have received an overall rating of *Outstanding or Exceptional* in Annual Reports for *at least four (4) out of seven (7) years* AND an overall rating of *no less than Good* for the *other three (3) Annual Reports* AND

The SPE committee evaluation is consistent with Outstanding to Exceptional performance over the period on the basis of the criteria in this document.

2. Performance Meeting Expectations

In order to receive a rating of “Meets Expectations,” a faculty member must have received an overall rating of *at least Good* for *six (6) years* AND *no more than one (1) overall rating of less than Good* AND

The SPE committee evaluation is consistent with Good performance over the period on the basis of the criteria in this document.

3. Performance Failing to Meet Expectations

In order to receive a rating of “Fails to Meet Expectations,” a faculty member must have received an overall rating of *less than Good* for *two (2) or more years* AND

The SPE committee evaluation is consistent with performance below expected levels on the basis of the criteria in this document.