

Dorothy F. Schmidt College of Arts and Letters

Faculty Assembly Ad Hoc Committee Recommendation on SPE Policy

On October 3, 2016 Provost Gary Perry disseminated a memo ("Sustained Performance Evaluation Policy") which outlined university adoption of and procedures for a sustained performance evaluation (SPE) of tenured faculty. As part of that policy, College Faculty Assemblies were charged with appointing committees to develop College specific guidelines for how the SPE process and evaluation will be undertaken in that College.

The College of Arts and Letters created an ad hoc committee for the purpose of establishing those guidelines. The committee's recommendations are as follows:

- 1) Each unit in the College shall be responsible for establishing criteria that satisfy the Provost guidelines for a Peer Evaluation Process for the SPE. The approved unit criteria, policies and process shall be the governing documents and guidance for the purposes of the SPE. The unit Peer Evaluation Committee shall serve as the "SPE Committee" referenced in the Provost memo.
- 2) If the faculty member receives an assessment of "Fails to Meet Expectations" by either the unit-level Peer Evaluation Committee or by the Dean they shall have the right to request that the College Performance Review Committee (described below) review and offer its own assessment of their performance. Faculty requesting such a review should submit all materials reviewed by the unit SPE Committee, the SPE committee's report and the Dean's independent report - should one exist at the time of the review request - as well as a brief letter from the faculty member under review outlining her/his response to the "Fails to Meet Expectations" assessment. The College Performance Review Committee shall review the materials and author its own report assessing the faculty member's performance. The College Performance Review committee's report will be distributed to the faculty member, the Dean, and the unit Chair. The College report will be added to the SPE file submitted to the Provost's office.
- 3) The College Faculty Assembly shall create a standing "Performance Review Committee". The structure and responsibilities of the Performance Review Committee shall be as follows:
 - a. Membership
Only associate professors or full professors who are tenured shall serve on the Performance Review Committee. Each department shall elect a representative to the Committee. The term of service is two years. No member shall serve more than two consecutive terms, unless no other member of the department is eligible to serve. No chair or director shall serve on the committee unless no other member of the department is eligible.
 - b. Applications for Consideration

The Committee shall consider all requests by faculty members undergoing SPE review that have received a “Fails to Meet Expectations” evaluation by either their department’s Peer Evaluation Committee or the Dean. The Committee shall use the department’s approved SPE policy as the governing document guiding their review.

c. Voting

The chair shall strive to schedule meetings so that all members can be present. If a committee member unexpectedly is unable to attend a scheduled meeting, the department may elect a substitute to attend in the member's place. Provided that the substitute shall have read all of the cases to be considered, the substitute has full voting rights and is bound by the requirement of confidentiality. Departmental representatives may not vote on the cases from their departments.

Approved by the Faculty Assembly for the College of Arts and Letters 4/3/17