

**Sustained Performance Evaluation Policy and Criteria**  
**Department of Exercise Science & Health Promotion**  
**September 1, 2017**

The Sustained Performance Evaluation (SPE) is a periodic review of tenured faculty designed to foster sustained excellence and professional development, and to recognize and reward outstanding achievement. The principles for the Sustained Performance Evaluation (SPE) of faculty in the Department of Exercise Science & Health Promotion align with the guidelines of the College of Education. Specifically, the department will have an SPE Review Committee to review Associate and Full Professors, and this committee will be comprised of the faculty at these ranks. SPE faculty files will be kept in the COE personnel files.

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/or 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**

<b>Meets Expectations</b> for SPE (1.5% raise**). Candidate should provide:	<b>Exceeds Expectation</b> for SPE (3% raise**). Candidate should provide:
<ul style="list-style-type: none"> <li>Evidence of three indicators of excellence and evidence of two additional indicators of excellence or competence (or a combination)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of five indicators of excellence and four additional indicators of excellence or competence (or a combination)</li> </ul>

▪ **Teaching**

<b>Meets Expectations</b> for SPE (1.5% raise**). Candidate should provide:	<b>Exceeds Expectations</b> for SPE (3% raise**). Candidate should provide:
<ul style="list-style-type: none"> <li>Evidence of SPOT scores/ratings less than 2.50 (average over the period of evaluation; average of scores for all questions) and</li> <li>Evidence of one additional indicator of excellence and one indicator of competence or excellence (or a combination)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of SPOT scores/ratings less than 2.25 (average over the period of evaluation; average of scores for all questions) and</li> <li>Evidence of one additional indicator of excellence and two indicators of competence or excellence (or a combination )</li> </ul>

▪ **Service**

Meets Criteria for SPE (1.5% raise**). Candidate should provide:	Exceeds Criteria for SPE (3% raise**). Candidate should provide:
▪ Evidence of 1 indicator of excellence plus 2 additional indicators of competence or excellence (or a combination)	Evidence of 2 indicators of excellence plus 2 additional indicators of competence or excellence (or a combination)

▪ **Overall**

The determination of the overall rating for the SPE will be based on the highest ratings in two of the three areas (scholarship, teaching, or service). That is, a faculty member whose performance meets expectations in 2 of 3 areas will earn an overall rating of “meets expectations.” A faculty member whose performance exceeds expectations in 2 of 3 areas will earn an overall rating of “exceeds expectations.” However, a faculty member whose performance “fails to meet expectations” in any area will earn an overall rating of “Fails to meet expectations”.

\*\*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 Department of ESHP who are tenured and hold the ranks of Associate or Full Professor will serve as the review committee to review and vote on the SPE rating for faculty members. 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.

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## Scholarship/Publication/Creative Activities

<b>Indicators of Competence Examples</b>	<b>Indicators of Excellence Examples</b>
Publication of book (less prestigious publishing house; not a vanity press)	Publication of book (nationally recognized publishing house; not a vanity press)
Monograph (regional or state organization)	Published monograph (major professional organization or publishing house)
Articles (non-PubMed)	Articles (PubMed)
Proceedings in refereed regional publications	Proceedings/papers presented in scholarly forums and printed in refereed international or national publications
Editor, book or readings (published by professional organization of high prestige or nationally recognized publishing house)	Chapters, articles in internationally or nationally distributed publication by professional organization of high prestige or nationally recognized publishing house
Workbooks/Study guides (published by a major publishing house)	Funded research/program grants. Consider: <ul style="list-style-type: none"> <li>• Competitively selected</li> <li>• Grant amount</li> </ul>
Publication of instructional material	Grant reviewer for national research organization
Reviewer of scholarly works in national refereed journal or for a nationally recognized publishing house	Editorial Board, international/national journal
Translation of scholarly/literary works	Honors/awards for scholarship
Editor-in-Chief, regional/state journal	Patent issue
External Grants (applied for, but not funded)	Grant reviewer (national or international)
Nomination for honor/award for scholarship	Presentations (refereed; international/national)
Grant reviewer (state/local)	Editor, book (published by professional organization of high prestige or nationally recognized publishing house)
Classroom based research projects	Significant citations of work in professional literature
Instructor's manual	
Presentation (refereed; regional/state)	

## Teaching

Indicators of Competence Examples	Indicators of Excellence Examples
Advise Master's students	Chair or Member of, Doctoral Committee
Advise undergraduate students	Receive teaching/achievement awards
Supervise direct independent study	Invited international/national speaker
Participate in workshops/courses to improve instruction	Chair Master's thesis committee
Nomination for teaching award	Excellent peer ratings
Member Master's thesis committee	Indicators of innovative teaching strategies and techniques
Invited presenters, state/regional	Initiate/develop special topics course
Folio writing (for DOE or other approval)	Develop a course for the curriculum committee
Evidence of continuing education	Chair undergraduate research honors project or activity
Supervise internships	
Review of mock Thesis Proposal	

## Service

Indicators of Competence Examples	Indicators of Excellence Examples
Officer or member, appointments/committee/director (regional/state)	Officer/appointments/committees/director (international/national)
Administrative roles (program coordinator, supervisor)	Administrative roles within college/university (chairs, program directors)
Chair or member, departmental committees	Chair academic conference
Membership on departmental/college committees	Service to state university system
TV/Radio presentation	Attraction of significant funding for non-research programs in university, college, department (e.g., donation of computers or money by IBM)
Advisor/counselor to student organization or activity	Chair or member, significant college/university committee or advisory board
	Chair, state or regional academic conference
	Membership on significant college/university committee