

**Wilkes Honors College of Florida Atlantic University  
Sustained Performance Evaluation Guidelines**

Sustained Performance Evaluations (SPE) will be conducted by the Wilkes Honors College Promotion & Tenure (P&T) Committee followed by a review by the Dean. The procedure is outlined in the Sustained Performance Evaluation Policy Memo<sup>1</sup> of October 3, 2016 from the Provost and Vice President for Academic Affairs. The purpose of this document is to articulate evaluation procedures and expectations of the Wilkes Honors College for sustained performance.

The SPE committee shall consist of the entire Wilkes Honors College P&T Committee. The entire P&T Committee will vote on the faculty member’s performance. Each faculty member will be evaluated on the basis of his/her overall Annual Evaluations over the seven year SPE cycle, which assesses performance in the three areas of teaching, scholarship/creative activity, and service.

A faculty member undergoing SPE is not reapplying for tenure but instead is demonstrating an ongoing commitment to the duties of academic employment. Applying the criteria in this document, the SPE committee will evaluate and rate the candidate on a scale that includes the categories “exceeds expectations,” “meets expectations,” and “fails to meet expectations.” To succeed in the SPE the candidate must either meet or exceed expectations overall.

**Wilkes Honors College SPE Criteria**

The SPE rating will be calculated from the sum of the seven Overall Annual Evaluation Ratings received during the evaluation period.<sup>2</sup>

Annual Evaluation Rating	Descriptor
5	Exceptional
4	Outstanding
3	Good
2	Needs Improvement
1	Unsatisfactory

**SPE Rating**

Outcome	Sum
Performance Exceeds Expectations	Above 23
Performance Meets Expectations	19-23
Performance Fails to Meet Expectations	Below 19

<b>“Meets expectations” over a seven year period - examples</b>
2 outstanding and 5 good = 23
1 exceptional, 5 good, 1 needs improvement = 22
6 good and 1 needs improvement = 20
6 good and 1 unsatisfactory = 19

<b>“Exceeds expectations” over a seven year period - examples</b>
1 exceptional, 3 outstanding, 3 good = 26
3 outstanding and 4 good = 24
5 outstanding and 2 needs improvement = 24

1 exceptional, 2 outstanding, 3 good, 1 needs improvement = 24
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For purposes of SPE, a faculty member undergoing evaluation may choose to request that the SPE committee conduct a more thorough review. In such cases, the SPE committee would reconsider the ratings in the Annual Evaluations according to criteria in the Annual Evaluation Guidelines. Additionally, if a candidate has made a major contribution to his/her field amid less productive years, the candidate may request that the SPE committee evaluate the overall contribution during the SPE cycle. These options allow for a more fully faculty-based evaluation if desired.

If the faculty member has received a Performance Improvement Plan connected to any of the annual evaluations and has successfully executed the plan or is in the process of doing so, then engagement in the improvement process should not negatively impact the SPE evaluation.

In the initial years of SPE implementation the Annual Evaluations will be divided between those conducted under the new guidelines, with a five point rating scale (i.e., exceptional, outstanding, good, needs improvement, unsatisfactory), and those conducted under the earlier Wilkes Honors College guidelines that include only four categories (i.e., excellent, good, marginal, unsatisfactory). In the case of the latter evaluations, the following quantitative ratings apply: excellent = 4.5; good = 3; marginal =2; unsatisfactory =1.

*Scheduling (from Provost's office): To avoid an overwhelming number of evaluations in a single year, the SPE policy will be phased in over its first seven-year cycle. The first Evaluation of each faculty member who received promotion to Associate Professor or Professor prior to August 2011 will occur in the year determined by the last digit of his or her Z-number, as follows:*

- 0 or 5: AY 2018-19
- 1 or 6: AY 2019-20
- 2 or 7: AY 2020-21
- 3 or 8: AY 2021-22
- 4 or 9: AY 2022-23

*This first Evaluation will examine the previous seven years of the faculty member's activities. The first Evaluation for tenured faculty members who were promoted to Associate Professor or Professor after August 2011 will occur seven years after their most recent promotions.*

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<sup>1</sup> As stated in memo from the Provost and Vice President for Academic Affairs, all FAU faculty members undergoing SPE review must supply the following documentation for SPE Peer Evaluation Committee review:

- 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.

<sup>2</sup> In the early years of SPE implementation, candidates may undergo the process with fewer than 7 years of Annual Evaluations. In such cases, the rating will be calculated as an average rather than a sum. For example, a candidate undergoing SPE with four years of Annual Evaluations, and earning two outstanding and two good ratings, would earn a 3.5 average, resulting in an overall evaluation of "exceeds expectations."