

Charles E. Schmidt College of Medicine Administrative Policies

Subject: Evaluation of Faculty Performance
Effective Date: September 17, 2019
Supersedes: COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014; Evaluation of Faculty Performance Policy Amended January 17, 2019; September 17, 2019.
Responsible Authority: Associate Dean for Faculty Affairs

Policy Statement:

Faculty shall be evaluated based on the guidelines and professional standards as set forth by the [Florida Atlantic University Academic Affairs Faculty Handbook](#).

The University is committed to providing assistance to any faculty member who wants or needs to improve the performance of his/her assignment. Individuals responsible for the supervision and evaluation of a faculty member should endeavor to assist the faculty member in correcting any performance deficiencies reflected in the annual evaluation. If a faculty member receives an overall rating of “*Needs Improvement*” or “*Unsatisfactory*”, the faculty member and the supervisor must develop a written Performance Improvement Plan to address the faculty member’s performance. This plan will be appended to the annual evaluation. In cases where a faculty member receives a rating of “*Needs Improvement*” or “*Unsatisfactory*” in a smaller area of effort, which may not lower their overall rating below a rating of “*Good*”, a formal Performance Improvement Plan is not required. Chairs are expected to address the “*Needs Improvement*” or “*Unsatisfactory*” rating in the faculty member’s evaluation, annual goals and assignment of responsibility for the upcoming academic year. This includes documenting the reason for the rating, expectations for the following year, as well as a discussion of available resources to support the faculty member in improving their performance. The evaluation should also address progress toward tenure and/or promotion, if applicable.

Policy Approval
(For use by the Office of the Dean)

Legal Review: August 14, 2019
Dean: September 4, 2019
Vice Provost: September 17, 2019

Approval documentation is available in the Office of the Dean.