

POST-TENURE PERFORMANCE EVALUATION POLICY OF THE DEPARTMENT OF BIOLOGICAL SCIENCES, FLORIDA ATLANTIC UNIVERSITY

April, 2017

I. Purpose

As stipulated in the “Sustained Performance Evaluation Policy” of Florida Atlantic University (FAU) issued in October, 2016 (http://www.fau.edu/ufsgov/Files/2016_2017/SPE-Memo-October-3-2016.pdf), this Post-Tenure Performance Evaluation Policy of the Department of Biological Sciences aims:

1. To evaluate the performance in research, teaching, service, and/or academic administration at the Department of Biological Sciences, FAU, by a tenured faculty member over a period of seven years after being awarded tenure, or being promoted to Professor, or satisfactorily passed the last Post-Tenure Performance Evaluation.
2. To recognize and reward performance excellence in these areas during the past seven years at the Department of Biological Sciences.
3. To identify and address unsatisfactory performance in any of these areas.

II. Mandatory Evaluation

The office of the Dean of the College of Science maintains a schedule of post-tenure evaluations listing all tenured faculty members in the College. Any faculty members who wish for exemption or postponement should review FAU’s “Sustained Performance Evaluation Policy”, consult with the Department Chair and submit their request to the Dean’s office.

III. Evaluation Procedure

1. The office of the Dean of the College of Science shall notify faculty members and the Department of upcoming Post-Tenure Performance Evaluations no less than three months in advance of the due date for the evaluation file. The Department Chair shall establish appropriate departmental deadline dates for the Post-Tenure Performance Evaluation process to meet the due date set by the College of Science.
2. The faculty member shall prepare a portfolio demonstrating his or her activities at the Department of Biological Sciences during the entire seven-year period under review. This portfolio must confine only to the seven-year period under review. The Department Chair may return the noncompliant portfolios to the faculty member for revisions. Refusal to present a completed and acceptable portfolio or failure to submit it on time shall result in the outcome of “Fails to Meet Expectations”.

3. The Post-Tenure Performance Evaluation portfolio must contain:

(1) a current curriculum vita that clearly highlights accomplishments in research, teaching, and service corresponding to the annual assignments during the entire seven-year period under review only,

(2) a brief (maximum 2 pages) self-evaluation corresponding to the annual assignments for the seven-year period under review, using the format of single space, 12-point font size and 1 inch margins,

(3) copies of the faculty member's last seven annual assignments and annual evaluations, provided by the Department,

(4) a copy of the report of the previous Post-Tenure Performance Evaluation, if available, provided by the Department,

(5) a copy of the Post-Tenure Performance Evaluation Policy of the Department of Biological Sciences, provided by the Department.

4. The faculty member shall deliver his or her Post-Tenure Performance Evaluation portfolio to the Department by the deadline date set by the Department.

5. The Departmental Post-Tenure Performance Evaluation Committee shall be composed of all the tenured faculty members from the Departmental Personnel Committee, and shall be approved annually by a majority of the tenure-track faculty members of the Department.

6. The Departmental Post-Tenure Performance Evaluation Committee is tasked to initiate the process of review and deliberation of all submitted Post-Tenure Performance Evaluation portfolios. The Evaluation Committee may request the Department Chair (or his/her designee) and the Dean of the College of Science (or his/her designee) to participate in its deliberations.

7. Upon completion of the evaluation, the Departmental Post-Tenure Performance Evaluation Committee shall prepare a brief report summarizing its recommended assessment of each faculty member's performance during the seven-year period under review. The Committee's report shall indicate whether the faculty member's performance (1) Exceeds Expectations, (2) Meets Expectations, or (3) Fails to Meet Expectations, and shall cite specific areas, reasons and evidence, corresponding to the annual assignments, to support the Committee's conclusion. In case the evaluation report is not unanimously agreed, the report must include the anonymous minority opinions written by the members of the Committee involved. This report shall be added to the faculty member's Post-Tenure Performance Evaluation portfolio.

8. The Departmental Post-Tenure Performance Evaluation Committee shall deliver its evaluation reports to the Department Chair by the deadline date set by the Department. The Department Chair shall write an opinion statement of whether he/she concurs with the Evaluation Committee's conclusion for each faculty member under review.

9. The Department Chair shall provide the faculty member under review with a copy of the Personnel Committee's report and the Chair's statement.

10. If the faculty member has disagreement with the Post-Tenure Performance Evaluation Committee's report or/and the Department Chair's statement, he or she, within two weeks of receiving the reports, should present a rebuttal to the Department Chair. After discussion with the faculty member, the Department Chair shall notify the faculty member his or her decisions in writing. The Department Chair may decide to uphold the Evaluation Committee's report or/and the Department Chair's statement. Or, the Department Chair may ask the Evaluation Committee to reconsider the faculty member's portfolio and prepare another report based on the new deliberation. The Department Chair shall then discuss with the faculty member the outcome of the Evaluation Committee's re-deliberation. If the faculty member continues to disagree about the outcomes, he or she may appeal further to the Dean of the College of Science, following the procedure stipulated in FAU's "Sustained Performance Evaluation Policy".

11. All the documents generated throughout the entire evaluation process, including any appeal activities, shall be added to the faculty member's Post-Tenure Performance Evaluation portfolio. All the contents of this portfolio must be kept confidential throughout the evaluation process.

12. The Department Chair shall deliver the Post-Tenure Performance Evaluation recommendation reports and the faculty member's portfolio to the Dean of the College of Science by the deadline date set by the College of Science.

13. At the end of the Post-Tenure Performance Evaluation process, the Department Chair will meet with each reviewed faculty member to discuss the final outcome. The discussion should center on the faculty member's future professional development, with the goal of enhancing meritorious work and/or improving performance in areas identified by the Evaluation. The faculty member shall receive a copy of the letter from the Dean of College of Science regarding the final outcome of the Post-Tenure Performance Evaluation.

14. The faculty members who receive the final "Performance Exceeds Expectations" or "Performance Meets Expectations" shall be awarded at least a 3% or 1.5% performance increase to his or her base salary, respectively. This concludes the Post-Tenure Performance Evaluation.

IV. Assistance for Faculty Members with Failing Evaluations

1. The faculty members who receive "Performance Fails to Meet Expectations" shall work with the Department Chair (or his/her designee) to draft a Sustained Performance Improvement Plan (SPIP) setting specific annual milestones that the faculty member will be required to meet over a period of no less than three and no more than five years. The Dean of the College of Science must approve the draft SPIP before it becomes final.

2. The faculty member has the right to appeal the contents of the SPIP that has been approved by the Dean of the College of Science to the University Provost. The Provost will meet with the faculty member, the Department Chair, and the Dean to finalize the SPIP.

3. The performance targets laid out in the SPIP shall be implemented through a series of annual Performance Improvement Plans. The faculty member shall submit to the Department Chair an annual progress report that addresses each of the performance targets described in the SPIP, by the deadline date set by the Department. The Department Chair shall task the Departmental Post-Tenure Performance Evaluation Committee to review and deliberate the faculty member's performance. The

Evaluation Committee shall submit an evaluation report to the Department Chair. Satisfactory performance in meeting SPIP targets should result in positive annual evaluations during this period, but the faculty member will continue to receive annual Performance Improvement Plans until all targets of the SPIP have been met or until the three- to five-year term of the SPIP ends.

4. At the end of the SPIP period, or when all of its specific targets have been accomplished, the faculty member shall submit to the Department Chair a written summary of how and when those targets were achieved, by the deadline date set by the Department. The Dean of the College of Science, in consultation with the Department Chair, shall decide whether the targets laid out in the SPIP have substantially been achieved, or whether some of those targets should become the basis for further Performance Improvement Plans in subsequent annual evaluation(s).

5. The implementation of the SPIP shall be governed by FAU's "Sustained Performance Evaluation Policy" and the relevant section [currently 10.3(c)(4)] of the Collective Bargaining Agreement.

V. Evaluation Guidelines

1. The Departmental Post-Tenure Performance Evaluation Committee, as part of the Departmental Personnel Committee, plays an utmost important role in evaluation and perhaps changes of a fellow faculty member's professional life. This great power comes with solemn responsibility. It is imperative that each member of the Evaluation Committee be familiar and comply with FAU's "Sustained Performance Evaluation Policy" and the Department's "Post-Tenure Performance Evaluation Policy". The Evaluation Committee should also be familiar with the Department's "Promotion and Tenure Policy", which guides the annual evaluation carried out by the Departmental Personnel Committee.

2. Any members of the Departmental Post-Tenure Performance Evaluation Committee who or whose family members are under the Post-Tenure Performance Evaluation shall be suspended from participation in the entire evaluation process of that year.

3. The overriding criteria for performance evaluation are the faculty member's annual assignment and annual evaluation scores over the past seven years.

4. The Post-Tenure Performance Evaluation Committee shall consider that the faculty member's assignments and respective performance expectations may have changed over the past seven years.

5. The Post-Tenure Performance Evaluation Committee shall consider that the faculty member may have made contributions to the Department, the College, and the University in various ways over the past seven years.

6. The Post-Tenure Performance Evaluation Committee shall consider that the nature or form of the faculty member's contributions may have varied over the past seven years.

7. The Post-Tenure Performance Evaluation Committee shall consider that innovative and transformative research or teaching may take time to bear fruit, and may sometimes fail.

8. The Post-Tenure Performance Evaluation Committee shall consider that unusual or unpopular research, teaching, or service is not by itself sufficient cause for a negative evaluation.

9. The Post-Tenure Performance Evaluation Committee shall consider any unique circumstances of each faculty member's areas of research, teaching, service, and/or academic administration in the context of overall performances by all tenured faculty members in the Department of Biological Sciences over the past seven years.

VI. Expectations for Post-Tenure Performance

1. Teaching: As defined by annual assignments, the faculty member must maintain dutiful teaching of assigned undergraduate and/or graduate courses, exhibit competence as demonstrated by student evaluations, peer review, and/or other evaluation vehicles, and actively mentor undergraduate and graduate students for timely graduation.

2. Research: As defined by annual assignments, the faculty member must maintain assigned level of research activities, as demonstrated by publication of research results in refereed journals and/or at professional conferences, application for and/or attraction of research funding, and directing and training of undergraduate and graduate students performing research.

3. Service: As defined by annual assignments, the faculty member must duly serve on assigned departmental/college/university committees and/or other administrative duties, engage in public service in various forms, provide service in professional societies, at national and international scientific meetings or as a peer reviewer for scientific journals and grant agencies, and promote the interest and welfare of the Department, the College, and the University.

VII. Declaration

Nothing set down in this policy shall conflict with the "Sustained Performance Evaluation Policy" of Florida Atlantic University issued in October, 2016.

VIII. Records

Post-Tenure Performance portfolios and related records will be stored within the Department of Biological Sciences.