

**FAU Charles E Schmidt College of Science
2024-2025 Sustained Performance Evaluation Calendar**

September 9, 2024	The Dean's Office shall notify faculty members of upcoming Sustained Performance Evaluations no less than three months in advance of the due date for the evaluation file.
December 9, 2024	The faculty member shall deliver his or her SPE file to the Chair, Director, or Associate Dean of the academic unit that conducts his or her annual evaluation.
January 27, 2025	<p>The individual academic units (departments or centers) will form separate committees based on their unique program offerings. The unit committee will review each SPE file in light of the academic unit's published performance expectations and assess whether these expectations have been met.</p> <p>The unit committee will prepare a brief report to be added to the SPE file, summarizing its recommended assessment of each faculty member's performance during the evaluation period. This report will indicate whether the faculty member's performance Exceeds Expectations, Meets Expectations, or Fails to Meet Expectations and cite specific reasons and evidence to support their conclusion. The committee will forward all SPE files to the Chair or Director.</p>
February 24, 2025	The unit Chair or Director will prepare a brief report, to be added to the SPE file, summarizing its recommended assessment of each faculty member's performance during the evaluation period.
March 3, 2025	Once all Sustained Performance Evaluations are complete, the Chair or Director will forward all complete SPE files to the College Dean's office.
March 2025	The Dean of the College will review the SPE files of all faculty members along with the Committee reports.
March 2025	The Chair, Director, or Associate Dean will meet with each reviewed faculty member to discuss the final outcome. The faculty member shall receive copies (paper or electronic) of the College Committee's report regarding the outcome of the SPE at or before this meeting.
April 2025	The Dean's Office will prepare a report to the University Provost listing all Evaluations in the College in the year, and the result of each. April 18 th , 2025: Deadline to submit report to the Provost's Office