

# **College of Journalism and Communications**

## **Policy: Sustained Performance Evaluation Program**

Final Version Approved by College: Feb. 23, 1998

### **A. General Information**

The Board of Regents and the United Faculty of Florida have approved a program of review for tenured faculty members to document sustained performance and to encourage continuing professional growth and development. The Sustained Performance Evaluation Program (SPEP) became effective at the beginning of the 1997-98 academic year. The SPEP requires that tenured faculty members receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance as a tenured faculty member during the previous six years of assigned duties and to encourage continued growth and development. Tenured faculty with administrative appointments of chairperson and above shall not be eligible for this review until they resume faculty duties for the required six-year period.

Specifically, the evaluation is designed to determine if a tenured faculty member's performance is satisfactory or unsatisfactory. Sustained performance reviews in the College of Journalism and Communications will be achieved through a comprehensive assessment of the faculty member's annual evaluations. The assessment will be written by the department chair with advisory input provided by a college-level Sustained Performance Fact-Finding Committee. In phasing-in implementation of this program, the University shall review eligible faculty members (or those who were awarded tenure or promotion in rank prior to 1991-92), by the end of the 1999-2000 academic year.

### **B. Review Schedule**

Each eligible faculty shall be notified of the scheduled review date by the department chair. The review process, which will begin in the fall, will culminate during spring semesters. Chairs must notify faculty members to be reviewed by February 1 of the preceding spring semester. For the first group, (approximately one-third of the currently eligible faculty) the entire process will be completed during Spring Semester 1998. This group will include those faculty who have accrued the longest time since tenure and/or promotion. The first group will be identified and notified by September 1, 1997.

Therefore, to implement this policy in the College of Journalism and Communications, one-third of tenured professors who have not been reviewed for tenure/promotion\* for seven years or more at the beginning of the 1997-'98 academic year will be reviewed in Spring 1998; one-third of this group plus any tenured faculty first eligible for SPEP review in the 1998-'99 academic year will be reviewed in 1998-99; and one-third of this group plus any tenured faculty first eligible for SPEP review in the 1999-2000 academic year will be reviewed in 1999-2000. In subsequent years all faculty who have not been reviewed in seven years will be reviewed.

### **C. Sources and Method of Evaluation**

In accordance with Board of Regents policy, *employee information from annual evaluations shall be the sole basis for the sustained performance evaluation.* Annual evaluations include the faculty member's self evaluations, annual evaluations written by the department chair, data from student evaluations of teaching, and any other related documents contained in the annual evaluation file. The chair shall prepare the information for assessment. The last six annual evaluations shall be included.

The sustained performance evaluation report will be written by the department chair, with input provided by the college-level Sustained Performance Fact-Finding Committee. The Committee shall provide input through an oral report which is advisory to the department chair.

#### **D. Appointment and Responsibility of Sustained Performance Fact-Finding Committee**

The Sustained Performance Fact-Finding Committee (SPFC) will perform an advisory function for the department chairs. The SPFC shall consist of one [full] professor from each department from a pool of the [full] professors who have served on the College Tenure and Promotion Fact-Finding Committee during the three previous years and who are not currently on the T&P Fact-Finding Committee or are not in rotation for review. Should an insufficient number of [full] professors be available, then the next most recent members of the T&P Fact-Finding Committee will be selected. If this does not create a four-member Committee with one member from each department in the College, then the [full] professors in the College will elect the number necessary to have a four-member Committee with one from each department. Since members of the Tenure and Promotion Fact-Finding Committee are elected, this process thus allows peer review for the SPE process to be performed by an elected body. The SPFC members will elect a chair.

Department chairs will submit one complete copy of the annual evaluations described in "C," above, to the SPFC. The Committee will review and discuss the faculty member's annual evaluations for the previous six years. The fact-finding shall include the faculty member's self-evaluations, the annual evaluations written by the department chair or dean, teaching evaluations, and any other annual evaluation documents accumulated in the file over the previous six-year period. The Committee's review will be focused on the College of Journalism and Communications tenure and promotion guidelines. Those guidelines are detailed in the *Faculty Standards and Criteria Document* approved by the college faculty on December 15, 1995 and as amended subsequently.

For teaching, the guidelines specify that to earn distinction in teaching "faculty must demonstrate above-average performance in teaching quality in accordance with individual faculty assignments." Factors to be considered include "size and level of course, difficulty of course, number of times a faculty member has taught a course, and innovative approaches being tested by faculty that might influence the ratings."

For research, the guidelines specify that research and creative work "will be subject to peer or juried review and will demonstrate high standards of relevance, continuity, significance, and accomplishment." Definitions of these terms and a detailed discussion of distinction in research are presented in the section "Criteria for Research/Creative Accomplishment" and Appendix A of the *Faculty Standards and Criteria Document*.

For service, the guidelines specify that highest priority be given to service directly related to the professional/scholarly expertise of the faculty member, service to the college and university through work on committees, and service to public schools and community colleges in Florida.

The SPFC will examine the annual reports, deliberate, then provide a summary oral report to the department chair. The SPFC's report shall be advisory to the chair and shall be considered in the chair's review and assessment of the faculty member's SPEP information.

#### **E. Responsibility of the Department Chair**

Following a review of the annual evaluations and the SPFC report, the department chair writes the final Sustained Performance Evaluation Report. The report must take into account the SPFC review. As part of the SPEP evaluation, the department chair will rate the faculty member in one of the two evaluation categories described below and provide a statement explaining his/her decision.

The department chair shall rate the faculty member's performance according to the following:

1. Sustained performance is satisfactory. "Satisfactory" equals the same level of distinction required for the faculty member's most recent promotion, consistent with the College Tenure and Promotion Guidelines and with the faculty member's continuing assignment of responsibilities. For example, a faculty member awarded tenure is expected to perform with distinction in teaching and research and to have a record in service.
2. Sustained performance is below satisfactory in one or more areas of assigned duties and responsibilities.

The SPEP Report contains a space for the faculty member to sign acknowledging that the report has been received and read. A meeting will be scheduled with the faculty member to review the evaluation.

The faculty member may attach a response to the evaluation. The response also will become part of the faculty member's personnel record. Any written response must be received by the department chair no later than two weeks following the faculty member's receipt of the final Sustained Performance Evaluation Report.

The Sustained Performance Evaluation Report shall be included in the annual evaluation for the faculty member.

## **F. Performance Improvement Plan**

A faculty member evaluated below satisfactory shall develop, in concert with the department chair, a Performance Improvement Plan with specific performance targets and deadlines. The department shall provide specific resources identified in the plan. It shall be the responsibility of the department chair to meet periodically with the faculty member to monitor any required Performance Improvement Plan and to provide evidence that the performance targets are met.

Failure to meet the performance targets in the specified time frame could result in those actions described in Article 16 of the Collective Bargaining Agreement for in-unit faculty or the University's Rule 6C1-7.048 of the Florida Administrative Code for faculty not covered by the Collective Bargaining Agreement. Those actions include disciplinary action, up to and including dismissal. Any faculty member who received satisfactory annual evaluations during the previous six years shall not be rated below satisfactory in the sustained performance evaluation and cannot be subject to a performance improvement plan.

## **G. Appeal Process**

If the faculty member and department chair fail to agree upon elements to be included in the Performance Improvement Plan, the faculty member may appeal to the dean, whose decision is final.

## **H. Timetables**

### **1. SPEPC Timetable (Deadlines)**

February 1	Department chairs notify faculty members who will be reviewed the following Fall semester.
March 15	Dean identifies SPFC members according to guidelines established in "D" above.
July 1	Department chair assembles SPEP information for the SPFC.
September 1	SPFC meets, elects a chair, and determines meeting schedule.
February 1	SPFC shares oral report with faculty member's department chair.
May 1	Department chair writes final SPEP report including, if applicable, a Performance Improvement Plan.
May 15	Deadline for faculty member to attach a response to the SPEP report.
May 22	Deadline for faculty member to appeal the Performance Improvement Plan.
June 30	June 30 is the university deadline for submitting a list to the Provost which includes names of faculty evaluated as below satisfactory and a brief statement of the identified faculty member's required improvement plan.

### **2. Projected Evaluation Timetable for Eligible Faculty**

Approximately one-third of tenured professors who have not been reviewed for tenure/promotion\* for seven years or more at the beginning of the 1997-98 academic year will be reviewed in Spring, 1998; one-third of this group plus any tenured faculty first eligible for SPEP review in the 1998-99 academic year

will be reviewed in 1998-99; and one-third of this group plus any tenured faculty first eligible for SPEP review in the 1999-2000 academic year will be reviewed in 1999-2000. In subsequent years all faculty who have not been reviewed in seven years will be reviewed.

### **I. Report to the Provost**

On or before June 30, the listing of those tenured faculty identified by the college as needing improvement shall be submitted to the Provost with a brief statement of the identified faculty member's required improvement plan.

\*For purposes of the SPEP, a PEP Award is considered a promotion.

wd15spep