

Sustained Performance Evaluation Policy

Department of Chemistry and Biochemistry

The Sustained Performance Evaluation Policy, SPE, is separate from annual and other employee evaluations in that the evaluation focuses on long-term accomplishments over multiple years. Its main objectives are to:

- Provide a forum for a regular, constructive conversation regarding each faculty member's role in their academic unit and college, the University, and discipline at large.
- Identify ways the University can help facilitate faculty success.
- Recognize and reward sustained excellence in scholarship, research, teaching, public service, or academic leadership.
- Identify and address unsatisfactory performance in these areas.
- Most importantly, the SPE process has been designed to uphold the University's fundamental principles of tenure, academic freedom, due process, and confidentiality in personnel matters.

Evaluation File

The SPE will be conducted based on a file containing a brief summary of the faculty member's activities during the entire seven-year period under review. The file should contain:

- A current *curriculum vita* that clearly highlights accomplishment 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 previous SPE, if available.
- A copy of the published performance expectations from the faculty member's academic unit.
- A brief (2 page) narrative from the faculty member.

The contents of each SPE file are to be kept confidential throughout the evaluation process.

Department of Chemistry and Biochemistry SPEs will be conducted by the Department's SPE committee, which is appointed by the Chair of the Department, and shall consist of a minimum of three tenured faculty members of the Department. The Committee will review each SPE file in light of the Department's SPE criteria, and assess whether those expectations have been met. The

Committee will pass these recommendations to the Chair and the Chair will write a summary letter for inclusion in the Faculty member's SPE file for College-level review.

The three overall categories of performance are:

- Performance Exceeding Expectations
- Performance Meeting Expectations
- Performance Failing to Meet Expectations

In view of the various kinds of contributions faculty members make during the course of their careers, unit expectations must also be sufficiently flexible to embrace the variability of faculty interest, activities, and strengths. Since the SPE explicitly considers the Annual Assignments of each faculty member, expectations will weight appropriately the full range of assignments a tenured faculty member may receive.

Sustained Performance Evaluation Criteria

The three primary missions of Florida Atlantic University are teaching, research and service. By incorporation, the primary missions of the Department of Chemistry and Biochemistry are the same as those of the University. The criteria for meeting departmental Sustained Performance goals are as follows:

1. Continuing evidence of scholarly activities in the tenured faculty's discipline.
2. Continuing record of seeking or obtaining external research funding from government, foundation, industry, or other granting agencies.
3. Continuing record of mentoring Doctoral and/or Master's students conducting dissertation or thesis research, and/or undergraduate DIS students.
4. Continuing acceptable performance in teaching.
5. Continuing record of service to the Department, College, University, and/or the professional community.

Specific evidence of whether some or all of the above criteria have been met will be obtained directly from the faculty's Annual Evaluations for the SPE period. Expectations for the various criteria should be weighted according to the faculty's Annual Assignments across the same SPE period.