UNIVERSITY OF CENTRAL FLORIDA
SUSTAINED PERFORMANCE EVALUATIONS

ELIGIBLE FACULTY: Tenured faculty shall 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 during the previous seven years of assigned duties and to evaluate continued professional growth and development. Tenured faculty with administrative appointments at the level of chair and above will not be reviewed until they return to faculty status for the required seven-year period. Acting or interim chairs serving one year or less in the administration position will be treated as instructional/research faculty and evaluated on the seven-year review cycle. This evaluation is designed to establish if a tenured faculty member’s overall performance is on average satisfactory or below satisfactory for the seven-year review period.

PROCEDURES:

I. Tenured faculty members scheduled for a Sustained Performance Evaluation (SPE) will be identified by the Office of Faculty Relations. Lists provided to academic deans will include all tenured faculty seven years post tenure, or multiples thereof, or seven years after the most recent promotion, or multiples thereof, whichever event was the most recent. Colleges need to review the list of faculty identified for SPE. Faculty requiring SPE are to be verified to the Office of Faculty Relations, while those identified as exempt require an explanation. Adjusted lists must be forwarded to the Office of Faculty Relations for review. Department chairs and administrators above the chair position are exempt while serving in those capacities. The seven-year SPE clock will be reset to the date a tenured administrator returns to faculty status.

II. Following the Office of Faculty Relations confirmation of the individuals requiring SPE to the college, the dean will provide department chairs/directors with a list of their faculty requiring review. The department chair/unit head will initiate the SPE review during the annual review cycle. It is the responsibility of the department chair/unit head to assemble the information required for evaluation. The information will include the tenured employee’s annual evaluations for the prior six years and the current year’s evaluation.

III. The SPE will be conducted as defined above (I) and in the current Collective Bargaining Agreement (CBA). All areas of assigned duties will be evaluated, e.g., teaching, research, service, other. If the employee’s performance is, on average, below satisfactory for that seven-year period, then the employee shall be issued a performance improvement plan as outlined in the 2012-2015 BOT-UFF CBA (Article 10.3 (b)).

IV. The chair/unit head will rate the faculty member’s performance according to the following two evaluation categories and provide a statement explaining his/her decision: 1) sustained overall performance is satisfactory for the seven-year period; or 2) sustained

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overall performance is below satisfactory for the seven-year period. The SPE may be included with the annual review document. Results of the sustained performance review must be made available to the faculty member being reviewed. The completed SPE is placed in the faculty member’s personnel record. The faculty member may append a concise response to the sustained performance evaluation, which becomes part of the faculty member’s personnel record.

V. If sustained overall performance is below satisfactory for the seven-year period, a performance improvement plan is required. The plan shall be developed by the employee in concert with the department chair or unit head, and shall include specific measurable performance targets, with target dates, that must be completed in a period of three years. The performance improvement plan requires the approval of the college dean and the president or president’s representative Professor Lyman Brodie (Lyman.Brodie@ucf.edu). Instructions for construction, implementation, and completion of a performance improvement plan are outlined in Article 10.3 (b) (3, 4, and 5) of the 2012-2015 BOT-UFF Collective Bargaining Agreement.

VI. Chairs/directors/unit heads will compile a list of all evaluated faculty indicating that: 1) sustained overall performance is satisfactory for the seven-year period; or 2) sustained overall performance is below satisfactory for the seven-year period. Performance Improvement plans must be developed, approved by the dean or dean’s representative, and submitted for approval to Office of Faculty Relations within 60 days of the completed SPE. The chair/director/unit head will forward the unit’s report to the dean’s office. The dean or dean’s representative will submit a college-wide report to the Office of Faculty Relations by the last working day of August that includes the data collected after the seventh year of the review cycle. If available at the college submission deadline, any approved performance improvement plan will accompany the college-wide report submitted to the Office of Faculty Relations.