

SUSTAINED PERFORMANCE EVALUATION POLICY AND CRITERIA
DEPARTMENT OF TEACHING AND LEARNING
September 1, 2017

The Sustained Performance Evaluation (SPE) is a periodic review of tenured faculty that is designed to foster sustained excellence and professional development, and to recognize and reward outstanding achievement.

In alignment with the Provost's memo dated October 3, 2016, the Department adopts the five items regarding the content of the SPE file. Specifically, 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 will contain:

- a current curriculum vita that clearly highlights accomplishments 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 report of the previous SPE, if available,
- a copy of the published performance expectations from the faculty member's academic unit and
- a brief (2-3 page) narrative from the faculty member.

Committee

The department SPE committee will be made up of those tenured faculty members who have achieved the rank of full professor or who have been at the rank of associate professor for at least 7 years (and are thus subject to SPE themselves), provided there are at least 2 people qualified to serve. In the event that there are not 2 faculty members who meet these qualifications, associate professors who have been at their current rank for less than 7 years can serve.

Criteria

The SPE will be based on the areas of scholarship, instruction, and service. The candidate must present evidence of accomplishment in all 3 areas. For each area, there are expected criteria and possible indicators that the criteria were met. These criteria are for sustained performance evaluation and should not be used to infer movement toward promotion to full professor.

Scholarship

The candidate must present a record of ongoing scholarship during the previous 7 years. "Scholarship" will be defined in terms of research/scholarship demands that are outlined within the candidate's annual assignment.

Meets Criteria for SPE Candidate should provide:	Exceeds Criteria for SPE Candidate should provide:
Evidence of a minimum of one indicator, as identified below or determined by the department SPE committee.	Evidence of at least two indicators, as identified below or determined by the department SPE committee.

Possible indicators:

- Publications on a continuous basis. This can include a book, research articles, book chapters, or other publications the committee deems appropriate.
- Research in progress (e.g., longitudinal research or a book not yet completed)
- Professional presentations, in person or on line
- Approved grants
- Honors or awards for scholarship
- Development of instructional materials
- Creative work in the form of exhibitions or performances
- An average rating of 3 or better for Scholarship on annual evaluations

Instruction

Candidates must provide evidence that they have met their instructional demands over the evaluation period.

Criteria:

- A record of effective teaching
- Appropriate (in both quality and quantity) advising of students

Meets Criteria for SPE Candidate should provide:	Exceeds Criteria for SPE Candidate should provide:
Evidence of a minimum of one indicator, as identified below or as determined by the department SPE committee.	Evidence of at least two indicators, as identified below or as determined by the department SPE committee.

Possible indicators:

- Above average SPOT evaluations
- Strong peer evaluations
- Nomination for or reception of teaching awards
- Anecdotal information (e.g., a narrative record of teaching effectiveness)
- Develop or revise course or program (including preparation of materials for the college curriculum committee)
- Supervision of student clinicians
- Supervise a directed independent study above the regular assignment
- Prepare and teach at least three different courses within one school year
- Present evidence of innovation in teaching
- New course preparation
- Active engagement in an OURI project

- Course designation as ASL or student community engagement
- Initiate/develop new or special topics course
- Service on master's/doctoral committee(s)
- Invited workshops
- Initiate or develop a new academic or clinical program
- Enhance the teaching of other faculty
- An average rating of 3 or better for Teaching on annual evaluations

Service

Candidates must present evidence of service within and outside the university.

Criteria:

Service to the department, college, university, community, and/or profession.

Meets Criteria for SPE Candidate should provide:	Exceeds Criteria for SPE Candidate should provide:
Evidence of a minimum of one indicator, as identified below or as determined by the department SPE committee.	Evidence of at least two indicators, as identified below or as determined by the department SPE committee.

Possible indicators:

- Membership in an international, national, regional or state professional organization
- Member of a state or community board, executive committee, task force, agency, commission, foundation, or council
- Committee member for an international, national, regional, or state conference, workshop, symposia or meeting
- Regional or state service to schools and school districts or other agencies such as hospitals, wellness centers and clinics
- Producer, director, participant in a radio or television show
- Peer reviewer for professional journal, grants, abstracts or books
- Active participation in a local chapter of a professional organization or support group
- Participant in a local, non-profit organization or service club
- Consultant to professional organization or business
- Member of the advisory committee for a district, school, hospital, or other health related organization
- Member of a university, college, or department task force or committee
- Member of University Senate
- Faculty sponsor or faculty advisor for student organizational activities and/or student associations
- Administrative role(s) within the university
- Serving on an editorial board of a professional journal, newsletter, or bulletin
- Serving as reading editor for a professional organization or publishing company
- An average rating of 3 or better for Service on annual evaluations

Overall Rating

The determination of the “overall” rating for the sustained performance evaluation will be based on the highest ratings in two of the three areas (scholarship, teaching, and service). That is, a faculty member who *meets* SPE criteria in 2 of 3 areas will earn an overall rating of “meets.” A faculty member who *exceeds* SPE criteria in 2 of 3 areas will earn an overall rating of “exceeds.” However, a faculty member whose performance “fails to meet expectations” in any area will earn an overall rating of “Fails to meet expectations.”

Salary increases of 1.5% for an overall rating of meets and 3% for an overall rating of exceeds are based on base salary increases provided in the Provost’s SPE memorandum of October 3, 2016.

Voting and Reporting

The department SPE committee will serve as the review committee and will vote to determine the SPE rating for faculty members. Following the vote, the committee will prepare a brief report of the vote, citing specific evidence in support of its findings. This report will be delivered to the department chair and added to the faculty member’s SPE file. The chair of the Department will inform the faculty member of the vote and report the results to the dean of the COE.

A record of the SPE will be kept in the COE personnel file, as per college guidelines.