

## FAU College of Education

### 2024-2025 Sustained Performance Evaluation Calendar

- September 9      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. (2<sup>nd</sup> Monday in September)
- December 9      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 by a date fixed by the College. (2<sup>nd</sup> Monday in December)
- January/February      The individual academic units (departments) within the College will form separate committees based on their unique program offerings. The Committee will review each SPE file in light of the academic unit's published performance expectations, and assess whether these expectations have been met.
- The 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. The Committee's 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.
- March 3      The Committee will return all SPE files to the Chair, Director, or Associate Dean by a date fixed by the College. (1<sup>st</sup> Monday in March)
- March      The Dean of the College will also review the SPE files of all faculty members along with the Committee reports.

March

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 Committee's report regarding the outcome of the SPE at or before this meeting.

March 31

Once all Sustained Performance Evaluations are complete, the Chair, Director, or Associate Dean will forward all complete SPE files to the College Dean's office. (Last Monday in March)

April

The Dean's Office will prepare a report to the University Provost listing all Evaluations in the College that year, and the result of each.