

# **Florida Atlantic University**

## **Department of History**

### Sustained Performance Evaluation

#### Departmental Criteria

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#### **General Information**

In accordance with the Collective Bargaining Agreement (CBA), the University requires that tenured faculty members receive a Sustained Performance Evaluation. The stated purpose of this evaluation is to document sustained performance during the previous seven years of assigned duties. The evaluation is designed to determine if a tenured faculty member's extended performance is decisively and determinately satisfactory or unsatisfactory.

The main objectives of the SPE are to:

- Provide a forum for a regular, constructive conversation regarding each tenured faculty member's role in his/her academic unit, College, University, and discipline at large.
- Identify ways in which the University can help facilitate faculty success.
- Recognize and reward sustained excellence in teaching, scholarship, and service.
- Identify and address unsatisfactory performance in these areas.

Furthermore, the SPE is also guided by two primary goals: (1) To actively assist the individual faculty member in his/her continued professional development and (2) to ensure the continued productivity of the department in fulfilling its University mission and in advancing University strategic priorities and goals.

Additionally, the continuance process provides the opportunity for tenured faculty in the department to mentor and assist junior faculty in developing their professional skills and reputation, while establishing themselves as productive and influential members of the department and University community.

## **A. Evaluation Cycle**

The SPE will follow a seven-year cycle for each tenured faculty member, with the following exceptions:

- Any successful application for promotion from Associate Professor to Professor resets the applicant's seven-year cycle. If such an application is unsuccessful then, upon request of the applicant, the University Provost may at his/her discretion add one extra year to the faculty member's SPE cycle.
- Faculty members on phased retirement, in DROP, or whose notification of retirement has been accepted by University are exempt from the SPE.
- Faculty holding special positions that require regular reviews beyond the standard annual evaluation, such as named chairs, endowed chairs, and eminent scholars, are exempt from the SPE.
- Any time spent by a faculty member while serving as a department chair, school director, dean, associate dean, or any other full-time administrative position subject to regular administrative review may not count toward the SPE cycle. Upon returning to a non-administrative faculty position on a full-time basis, the faculty member may choose whether his/her seven-year cycle either restarts or resumes.
- Time spent by a faculty member on medical or family leave may either be included or excluded in the SPE cycle at the request of the faculty member.
- The SPE may be postponed for one year for those faculty members who will be on leave (including sabbatical) during the year when the SPE is scheduled to occur.

## **B. Department of History Expectations for College-Wide Evaluation Policies**

1.) The SPE will be conducted based on a brief portfolio containing a 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 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 (see Articulation of Unit Expectations below).
- A brief (2 page) narrative from the faculty member.

2.) Individual academic units within the College will form separate Committees: The Department of History's six-member Faculty Evaluation Committee, which includes Professors and Associate Professors, will serve as the Department's SPE Committee. Members of the FEC/SPE Committee will recuse themselves when they are being reviewed for SPE.

- 3.) The College SPE Committees will include Professors and Associate Professors
- 4.) Each Department will store its own SPE records and Evaluation procedures/criteria with copies of each sent to the College.
- 5.) The contents of each SPE file are to be kept confidential throughout the evaluation process.
- 6.) In all cases, any person with a plausible, perceived conflict of interest in evaluating a particular faculty member cannot serve on the SPE Committee in the year of that faculty member's SPE.

### **C. Articulation of Departmental Criteria for Meeting Expectations**

The criteria to be used to evaluate a faculty member's sustained performance will consist of a mixture of quantitative and qualitative factors. These criteria are tied to the seven-year period of annual assignments and evaluations and will not extend beyond the scope of the relevant activities undertaken by the faculty member during that time.

The Departmental SPE Committee will determine the faculty member's SPE rating by reviewing the Research/Teaching/Service ratings as well as the Overall rating for each of the faculty member's Annual Evaluations for the period of assessment. Faculty members who have received an Overall Rating of "Good" or higher on *five* out of seven of their Annual Evaluations will be deemed as having "Met Expectations."

As the criteria for "Meeting Expectations" is the standard by which "Exceeds" (Section D) and "Fails to Meet" (Section E) is based, it is articulated in full.

#### **1. Meets Teaching Expectations for Sustained Performance**

In order to assess whether or not a tenured faculty member of the department of History has met *teaching* expectations during the relevant period covered by the SPE, the faculty member will be evaluated on the basis of the following expectations:

1. The faculty member must have a rating of good or higher for *teaching* in six (6) of his/her last seven (7) annual evaluations.
2. The faculty member must have a demonstrative record of consistent and meaningful commitment to *teaching* excellence. *The following items are not intended to be a complete list but, rather, to serve as examples of the activities which may be taken into consideration in assessing continuous teaching excellence:*
  - a) Evidence of strong commitment to student engagement (availability to students, mentoring, providing academic guidance, etc.).

- b) Classroom Peer Review of teaching by faculty chosen by Chair in consultation with candidate.
- c) SPOT evaluations
- d) Committee membership/Chairing of Theses (Undergraduate and Graduate)
- e) Supervision of Internships
- f) Recognition of teaching (e.g. Departmental/College/University nominations or awards)

## 2. Meets Scholarship Expectations for Sustained Performance

In order to assess whether or not a tenured faculty member of the department of History has met **research** expectations during the relevant period covered by the SPE policy, the faculty member will be evaluated on the basis of the following expectations:

1. Faculty member must have a rating of good or higher for **research** in six (6) of his/her last seven (7) annual evaluations.
2. Faculty member must have a demonstrative record of consistent and original contributions indicative of **research/scholarly** excellence. *The following items are not intended to be a complete list but, rather, to serve as examples of the activities which may be taken into consideration in accessing continuous research excellence:*
  - a) Evidence of an active and productive research agenda:
    - a. Publication of peer-reviewed works, in traditional or electronic form (e.g., monograph, articles, book reviews, encyclopedia entries, review essays, edited works, public history projects)
    - b. Research grants, book proposals, Series/Journal editorial work
  - b) Active participation in local/regional/national/international conferences/colloquia/symposia.

## 3. Meets Service Expectations for Sustained Performance

In order to assess whether or not a tenured faculty member of the department of History has met **service** expectations during the relevant period covered by the SPE, the faculty member will be evaluated on the basis of the following expectations:

1. Faculty member must have a rating of good or higher for **service** in six (6) of his/her last seven (7) annual evaluations.
2. Faculty member must have a demonstrative record of consistent and meaningful commitment to **service** excellence. *The following items are not intended to be a complete list but, rather, to serve as examples of the activities which may be taken into consideration in accessing continuous service excellence:*

- a). Serving on departmental, College, and University Committees and Initiatives
- b). Leadership positions/memberships in professional associations
- c). Advising to on-campus student organizations.

#### **D. Exceeds Expectations for Sustained Performance**

A faculty member achieves a ranking of “Good” or higher in two out of the three areas (i.e., Research, Teaching, Service) on *five* out of the seven evaluations under consideration.

Faculty member has an active and productive research agenda, with a new peer reviewed scholarly book in press or in print **OR** has two of the following peer reviewed works in press or in print in the period under review: journal articles, book chapters, edited works, curated exhibits, and databases. They remain active in their field, presenting their research at local/regional/national/international conferences/colloquia/symposia on a consistent basis.

Teaching both survey/required and specialization-focused courses, their teaching evaluations (SPOT, Peer Review) are consistently above the college mean.

They are active members of departmental/college/university committees/initiatives, discipline-based organizations, and have chaired at least one or more of these committees during the review period.

#### **E. Fails to Meet Expectations for Sustained Performance**

A faculty member fails to achieve a ranking of “Good” or higher in two out of the three areas (i.e., Research, Teaching Service) on *five* out of the seven evaluations under consideration.

Faculty member has not published any peer reviewed works (monographs, journal articles, book reviews, etc.) in the period under review. They have not presented or taken part regularly in any local/regional/national/international conferences/colloquia/symposia.

Their teaching offerings (e.g., courses, thesis advising) are limited and their evaluations (SPOT/Peer Reviews) are regularly below the college mean.

Their service load is minimal at the departmental/college/university level and have little if any activity with discipline-based organizations.