

**Sustained Performance Evaluation Policy and Criteria for the
Department of Exceptional Student Education
September 1, 2017**

The intent of SPE is to promote active engagement in the activities of the academy that effectively demonstrate excellence or competence. In this vein, to *sustain performance*, an Associate or Full professor should demonstrate excellence or competence in each of the three categories of scholarship, teaching, and service. The sustained performance evaluation criteria for the Department of Exceptional Student Education (DESE) is aligned with the College of Education (COE) Promotion and Tenure (P&T) Criteria. However, these criteria are for *Sustained Performance Evaluation* and should not be used to infer movement toward promotion to the rank of Full Professor. Associate Professors working toward Full Professor should consult and abide by the COE Criteria for P&T.

The Department will have an SPE review committee, consisting of tenured Associate and Full Professors, to review the files of faculty at these ranks who are eligible for sustained performance review. To this end, the Department adopts the requirements for the five items in the Provost’s October 3, 2016 memo regarding the content of the SPE file. (See excerpt attached.)

The Department of Exceptional Student Education criteria for Sustained Performance Evaluation are as follows:

Scholarship	
<p>To <i>meet</i> criteria for SPE in <i>scholarship</i>, candidate should provide evidence of:</p> <ul style="list-style-type: none"> ▪ Two indicators of <i>competence</i> from COE P&T criteria for scholarship. 	<p>To <i>exceed</i> criteria for SPE in <i>scholarship</i>, candidate should provide evidence of:</p> <ul style="list-style-type: none"> ▪ More than two indicators of <i>excellence</i> from COE P&T criteria for scholarship.
Teaching	
<p>To <i>meet</i> criteria for SPE in <i>teaching</i>, candidate should provide evidence of:</p> <ul style="list-style-type: none"> ▪ Two indicators of <i>competence</i> from COE P&T criteria for teaching. 	<p>To <i>exceed</i> criteria for SPE in <i>teaching</i> candidate should provide evidence of:</p> <ul style="list-style-type: none"> ▪ More than two indicators of <i>excellence</i> from COE P&T criteria for teaching.
Service	
<p>To <i>meet</i> criteria for SPE in <i>service</i>, candidate should provide evidence of:</p> <ul style="list-style-type: none"> ▪ Two indicators of <i>competence</i> from COE P&T criteria for service. 	<p>To <i>exceed</i> criteria for SPE in <i>service</i>, candidate should provide evidence of:</p> <ul style="list-style-type: none"> ▪ More than two indicators of <i>excellence</i> from COE P&T criteria for service.

Overall Rating

The determination of the “overall” rating for the sustained performance evaluation will be based on the highest ratings in two or more of the three categories (scholarship, teaching, or service). For example, a faculty member who *meets* SPE criteria in two of the three categories will earn an *overall* rating of “meets” SPE criteria. A faculty member who *exceeds* SPE criteria in two of the three categories will earn an *overall* rating of “exceeds.” Based on the faculty member’s *overall rating*, he or she will be eligible for 1.5% or 3% increase to base salary. An overall rating of “*meets*” yields a 1.5% increase; an overall rating of “*exceeds*” yields a 3% increase as described in the Provost’s SPE memorandum of October 3, 2016. (See excerpt attached.)

However, a faculty member whose performance “fails to meet expectations” in any area will earn an *overall* rating of “Fails to Meet Expectations.” Any faculty member who fails to earn a minimum rating of “Meets” in any of the three areas, or for the overall rating, will work with two members of the Department review committee (one selected by the faculty member and one selected by the SPE review committee) and the Chair to draft a Sustained Performance Improvement Plan (SPIP) as outlined in the Provost’s SPE memorandum of October 3, 2016. (See excerpt attached.)

Department Review Committee; Voting; Reporting

The members of the ESE Department who are tenured and hold the ranks of Associate or Full Professor will serve as the committee to review and vote on the SPE rating for eligible faculty members. Following the vote, this committee will prepare a brief report summarizing its assessment, citing specific evidence in support of the committee’s findings.

Following the vote and receipt of the report from the committee, the chair of the Department will inform the faculty member of the vote and provide the faculty member an opportunity to respond within five days. The Department Chair will then report the results of the faculty member’s evaluation for sustained performance to the Dean of the COE. The file and report of the rating will be kept in the faculty member’s COE personnel file.

From the Provost's October 3, 2016 memo regarding the content of the SPE 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 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), and
- a brief (2 page) narrative from the faculty member.

From the Provost's October 3, 2016 memo regarding performance meeting or exceeding expectations:

Any faculty member whose performance Exceeds Expectations in the judgment of both the Peer Review Committee and the Dean of the College shall receive a 3% performance increase to his or her base salary. This concludes the SPE.

Any faculty member whose performance Meets Expectations in the judgment of both the Peer Review Committee and the Dean of the College shall receive a 1.5% performance increase to his or her base salary. This concludes the SPE.

From the Provost's October 3, 2016 memo regarding performance failing to meet expectations:

Any faculty member whose sustained performance Fails to Meet Expectations shall work in concert with the Chair, Director, or Associate Dean to draft a Sustained Performance Improvement Plan (SPIP) setting specific annual milestones that the faculty member will be responsible to meet over a period of no less than three and no more than five years. The Dean of the College must approve the draft SPIP before it becomes final. The faculty member has the right to appeal the contents of a SPIP that has been approved by the Dean of the College to the University Provost. The Provost will meet with the faculty member, the Chair, Director or Associate Dean, and the Dean of the College to finalize the Sustained Performance Improvement Plan.