

College of Engineering and Computer Science Criteria for Sustained Performance Evaluation Policy

A tenured faculty member has a number of duties and responsibilities, and while many of these activities are mandatory requirements of the job, several are pursued based on the person's goals and aspirations to educate the students, conduct scholarly research and provide service to the profession. Depending upon the annual assignment created by the department chair, a faculty member will have specific responsibilities and will provide essential contributions to the University's mission in various ways. The faculty member will be evaluated based on these annual assignments.

As mandated by the Provost's memo of October 3, 2016, tenured professors will undergo a periodic seven-year Sustained Performance Evaluation (SPE) review designed to foster sustained excellence and professional development by faculty members and to recognize and reward outstanding achievement. The SPE is separate and distinct from annual evaluations. The SPE will not undermine a faculty member's annual performance review which is intended to provide faculty members with a realistic evaluation of their performance over a one-year period and to provide guidance for the coming year. The chair's seven-year annual evaluations provide a safeguard as indicated as follows.

Consistent with the policy of the College of Engineering and Computer Science, the departmental stage of the evaluation will be conducted by the Departmental Sustained Performance Evaluation Committee, a peer review committee which will consist of up to five departmental faculty, each with five or more years at the rank of Full Professor. The members of the Committee will be elected by a vote of tenured faculty department. Nominations and balloting to be coordinated by the Department Personnel Committee. Per the Provost's directive, no person with a plausible, perceived conflict of interest in evaluating a particular faculty member may serve on the SPE Committee in the year of that faculty member's SPE.

As per the Provost's memo, the basis for the SPE will be a file providing a summary of the faculty member's activities during the 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,
- copies of the faculty member's last seven annual evaluations,
- a copy of the report of the previous SPE, if available,
- a 2 page narrative from the faculty member which will include activities and achievements that were not included in the annual evaluations.
- any other information the faculty member thinks is relevant to the evaluation

The College will utilize a uniform Faculty Annual Evaluation form that details listing of all the usual faculty member's activities as it relates to these six areas of activities.

1. Evidence of performance in classroom and/or laboratory

2. Evidence of scholarly activities such as publications in peer-reviewed journals, publications in proceedings of refereed conferences, and scholarly books.
3. Evidence of directing/supervising/co-supervising graduate students.
4. Evidence of effort in securing research funding.
5. Evidence of institutional service and participation in activities of professional organizations.
6. Evidence of other activities that benefit the institution, such as service to the community, special skills (i.e. teaching a particular class or specialized research expertise) and supervision of undergraduate research.

The SPE will be based on the reported activities in these six general areas. It is also noted that the degree of engagement in any one area may vary with time due to departmental demands (added teaching for example). In their evaluation, the committee will take the following into consideration:

- that faculty members have varying responsibilities within their academic units, as reflected in their annual assignments;
- that faculty can make essential contributions to the University's mission in various ways;
- that the nature of an individual's contributions may vary over time;
- that innovative scholarly work may take time to bear fruit, and may sometimes fail;
- that unusual or unpopular scholarship, teaching, and service are not by themselves sufficient cause for a negative evaluation
- that faculty are evaluated annually on their annual assignment; and
- the faculty have the facilities or tools to perform their assignment in the college

The outcome of the departmental SPE Committee review will be the assigning of the faculty member to one of the three SPE performance categories and associated adjustments in compensation defined in the Provost's most recent memo:

1. Performance Exceeding Expectations. A tenured faculty member satisfying at the "exceeds expectations" level in at least four of the six criteria.
2. Performance Meeting Expectations. A tenured faculty member satisfying at least three of the six criteria. In the event that less than three of the six criteria are satisfied, exceptional performance or recognition in one area also demonstrates sustained performance that "meets expectations."
3. Performance Failing to Meet Expectations. A tenured faculty member satisfying less than three of the six criteria will not be recommended for a raise, and will work with the Chair to address the needs for improvement in accordance with the Provost's guidance document, and to develop the support needed to facilitate the faculty member improving their performance.

Evidence of exceptional performance or recognition is characteristic of achievement that requires a great deal of time, dedication and skill that is well-beyond what would normally be expected of a tenured faculty member. Performance at this level is often acknowledged with professional society or university-level

awards; although for any of the six areas listed above, the absence of such recognition does not necessarily preclude the SPE Committee from determining the performance is indeed exceptional.

At the end of this departmental process, the faculty member has the right to ask for explanations of the assignments by the SPE to the 6 performance categories and to provide additional information to the SPE committee. The explanation and additional information will be provided before the final evaluation is reported to the Dean, by way of the Chair. In the case where the committee evaluation is below that given by the Chair in the last seven-year evaluations, the Chair's evaluation will be that of the SPE committee. In such cases, the Chair's recommendation will be that reported to the Dean as opposed to the SPE committees.

The SPE 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 and citing specific reasons and evidence to support the conclusion. The results of any vote of the Committee members will be reported. The Committee will return all SPE files to the Chair by a date fixed by the College. The chair will then forward the score and all supporting materials to the Dean for storage by the College. All other requirements and procedures not explicitly mentioned above will be conducted in accordance with the Sustained Performance Evaluation Policy dated and signed by the Provost on October 3, 2016.