



FLORIDA ATLANTIC UNIVERSITY

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## College of Social Work and Criminal Justice

### Sustained Performance Evaluation

#### College Timetable

- May** Faculty who are to be reviewed for Sustained Performance Evaluation (SPE) will be informed of such review by the end of the Spring term proceeding the Fall term the SPE will be conducted.
- September** The faculty member shall deliver his or her SPE file, via Interfolio, to the Director of the School by the **3<sup>rd</sup> Friday in September**. The Director will deliver the file to the SPE Committee.
- October** The individual Schools within the College will form separate School S P E committees based on their unique program offerings. The Committee will review each SPE file, considering the School'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.
- The SPE Committee will return all SPE files along with their report, via Interfolio, to the School Director by the **final Friday in October**.
- November** The School Director will forward the findings of the SPE Committee to the Dean and share the findings with the faculty members by the **2<sup>nd</sup> Friday in November**.
- If a faculty member requests an administrative review of the SPE Committee findings, the faculty member must, within five (5) business days after receiving the School's SPE report, request to meet with the Dean of the CSWCJ to review the SPE report. Prior to the meeting with the Dean, the faculty member must provide written documentation specifying

how the School's SPE Report was incorrect.

After meeting with the faculty member, if the Dean concurs with the SPE Committee recommendation, the decision will be final. However, after meeting with the faculty member, the Dean disagrees with the SPE recommendation, the Dean shall meet with the SPE committee and School Director to discuss the case and attempt to reach a shared recommendation by the 1<sup>st</sup> week of January. If a shared recommendation cannot be reached, the Dean shall add a letter to the SPE file that is submitted to the Provost citing specific reasons for his/her recommendation and final decision.

Regardless of the outcome of the CSWCJ administrative review, the faculty member may also appeal the final decision to the University Provost. The faculty member will be allowed one week after receiving the Dean's written decision to prepare a written response to it.

## **December**

Faculty members who receive a "Fails to Meet Expectations" shall work in concert with the School Director and the Dean (or the Dean's designee) 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 must approve the draft SPIP before it becomes final. The SPIP must be completed by the **2<sup>nd</sup> week of January**.

The faculty member has the right to appeal the contents of a SPIP that has been approved by the Dean to the University Provost.

## **January**

By the **final Friday in January**, each faculty member being reviewed will meet with the School Director and the CSWCJ Dean to discuss the final outcome of the SPE process. The discussion should center on the faculty member's future professional development, with the goal of enhancing meritorious work and/or improving performance in areas identified by the School's SPE Report.

## **February**

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 Faculty member reviewed.

## **March**

For Faculty who receive a "Fails to Meet Expectations," the Provost will meet with the faculty member, the School Director, and the Dean to finalize the SPIP by the final Friday in March. The Provost will prepare a written decision, which is not subject to further appeal. The faculty member shall receive a copy of this written decision by the **final Friday in March**.