

Sustained Performance Evaluation Policy

Department of Geosciences

The Sustained Performance Evaluation (SPE) is separate and distinct from annual and other employee evaluations in that the evaluation will focus on long-term accomplishments over a period of multiple years. Its main objectives are to:

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

Most importantly, the SPE process has been designed to uphold the University's fundamental principles of tenure, academic freedom, due process, and confidentiality in personnel matters.

Evaluation 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.
- A brief (2 page) narrative from the faculty member.

The contents of each SPE file are to be kept confidential throughout the Evaluation process.

For the Department of Geosciences, the SPE will be conducted by the personnel committee. A weighted average of the annual evaluations, with each section and year weighted based on assignment in each year under evaluation, will serve as the determinate of sustained performance. In addition, the personnel committee will consider current *curriculum vita* and the faculty member's narrative.

The three categories are:

- Performance Exceeding Expectations
- Performance Meeting Expectations
- Performance Failing to Meet Expectations

In view of the various kinds of contributions faculty members make during the course of their careers, unit expectations must also be sufficiently flexible to embrace the variability of faculty interests, activities, and strengths. Since the SPE explicitly considers the annual assignments of each faculty members, expectations will weight appropriately the full range of assignments a tenured faculty member may receive.