

**Sustained Performance Evaluation (SPE) for In-Unit Faculty**  
**Frequently Asked Questions**  
5/4/18

*Questions 6, 21, and 27 have been added as a result of changes in the 2017-2020 CBA.*

1. **Who will undergo an SPE?** Tenured faculty at the ranks of Professor, Associate Professor (“Faculty,” or “Faculty Member”), University Librarian and Associate Librarian (“Librarians”).
2. **What is the purpose of the SPE?** To assess the Faculty Member’s/Librarian’s sustained performance and professional growth over the previous six (6) years as of the date of the SPE.
3. **When will a tenured Faculty Member undergo an SPE?** The SPE will be conducted in the Faculty Member’s sixth year after receiving tenure and every sixth year after that.
4. **When will a University or Associate Librarian undergo an SPE?** An SPE will be conducted in the University or Associate Librarian’s sixth year after appointment or promotion to the rank of University Librarian or Associate Librarian and every sixth year after that.
5. **When will I undergo an SPE?** The SPE schedule for the next six years can be found online at <http://uwf.edu/offices/academic-affairs-division/resources/sustained-performance-evaluation/>.
6. **What if I have entered in to the D.R.O.P. program or Phased Retirement Program?** If a faculty has entered into one of the programs within year 4 or 5 of the D.R.O.P. or Phased Retirement, the SPE will be optional and at the discretion of the faculty member. *CBA 11.3(b)(3)*
7. **Can my SPE be delayed?** Yes, each Faculty Member/Librarian may elect a one-year deferral once in his or her career at UWF. The following SPE will be conducted six years after the deferred SPE.
8. **How do I defer my SPE?** The decision to defer your SPE to the following year must be made in writing to your Chair/Supervisor with a copy sent to your Dean and the Provost. This can be in hard copy or electronic copy but must originate from you.
9. **What is the deadline to defer my SPE?** The written deferral must be submitted prior to the due date for submission of your SPE dossier. Please see the attached calendar for appropriate deadlines.
10. **What are the expectations for an SPE?** For Faculty Members, the expectations are aligned with the University and departmental standards for tenure in place at the time of the SPE. For Librarians, the expectations are aligned with the criteria in place at the time of the SPE for promotion to the current rank held.
11. **What time period will I be evaluated for?** An SPE will evaluate the faculty member on his or her performance over the previous six (6) year period. *CBA 11.3(b)(2)*
12. **What if I was on Sabbatical during this six (6) year period?** Being on Sabbatical does not affect your SPE clock.
13. **What must a Faculty Member submit for review for an SPE?** The evidence of sustained performance must be substantive and detailed with documentation. The Faculty Member must submit a dossier with the same types of materials that would be submitted if the Faculty Member was applying for tenure, with the exception that no internal or external letters of support/recommendation are required or permitted.
14. **What must a Librarian submit for review for an SPE?** The evidence of sustained performance must be substantive and detailed with documentation. A Librarian must submit a binder/dossier with the same types of materials that would be submitted if the Librarian was applying for promotion to the

same rank the Librarian currently holds, however, no internal or external letters of support/recommendation are required or permitted.

15. **What will the SPE evaluators measure for Faculty Members?** At each level the evaluator(s) will make a recommendation regarding *whether the Faculty Member has met the university and departmental tenure criteria in place at the time of the evaluation*. The Dean will also recommend to the Provost an SPE Tier ranking.
16. **What will the SPE evaluators measure for Librarians?** At each level the evaluator(s) will make a recommendation regarding *whether the Librarian has met all applicable promotion criteria in place at the time of the evaluation*. The Dean will also recommend to the Provost an SPE Tier ranking.
17. **What are the steps of the SPE evaluative process for Faculty Members?** The Faculty Member submits his or her dossier to his or her Chair, Director, or Unit Head for review. The Chair/Director/Unit Head will make a recommendation regarding whether the employee has met the University and departmental tenure criteria in place at the time of the evaluation. The dossier will be forwarded to the Dean. The Dean will ask the College Personnel Committee (CPC) to make a recommendation on the same question. The Dean will then review the dossier and the recommendation of the CPC, and make a recommendation to the Provost regarding whether the tenure criteria in place at the time of the evaluation were met and recommend to the Provost the SPE Tier at which the employee should be ranked. The Provost will review the dossier and consider the recommendations of the Chair/Director/Unit Head, CPC, and Dean. The Provost will make a final decision on whether the employee has met the University and departmental tenure criteria in place at the time of the evaluation, and will assign the employee an SPE ranking of Tier One, Tier Two or Tier Three.
18. **What are the steps of the SPE evaluative process for Librarians?** The Librarian will submit his or her SPE binder to the Library Faculty Committee (LFC) subcommittee for review. The Committee will make a recommendation to the employee's supervisor regarding whether the employee met the applicable promotion criteria in place at the time of the evaluation. The supervisor will review the SPE binder and the LFC recommendation and make a recommendation to the Dean of Libraries. The Dean will review the dossier, recommendations of the supervisor and LFC, and make a recommendation to the Provost regarding whether the employee met the applicable promotion criteria in place at the time of the evaluation and regarding the SPE Tier at which the employee should be ranked. The Provost will make a final decision on whether the employee has met the applicable promotion criteria in place at the time of the evaluation and assign the employee an SPE ranking of Tier One, Tier Two or Tier Three.
19. **What are the SPE evaluation measures?** The Provost will rank the SPE's in one of the following three categories:
  - **Tier One** work is work that is *Distinguished*. It reflects distinction that *clearly exceeds* the University and departmental tenure standards and expectations in place at the time of the SPE (or promotion standards for Librarians) for excellence in quantity, quality or both.
  - **Tier Two** work is work that is *Satisfactory*. It reflects *satisfaction* of the University and departmental tenure standards and expectations in place at the time of the SPE (or promotion standards for Librarians) for excellence in quantity, quality or both.
  - **Tier Three** work is work that is *Unsatisfactory*. It reflects performance that does *not satisfy* the University and departmental standards and expectations in place at the time of the SPE (or promotion standards for Librarians) for excellence in quantify, quality or both.

20. **What are the salary adjustments for Tier One or Tier Two SPE's?**

- An employee at the rank of Professor/University Librarian who receives a Tier One rating on the SPE will receive a \$6,000 increase in his or her base salary which will be reflected in the next contract.
- An employee at the rank of Professor/University Librarian who receives a Tier Two rating on the SPE will receive a \$4,000 increase in his or her base salary which will be reflected in the next contract.
- An employee at the rank of Associate Professor/Associate Librarian who receives a Tier One rating on the SPE will receive a \$3,000 increase in his or her base salary which will be reflected in the next contract.
- An employee at the rank of Associate Professor/Associate Librarian who receives a Tier Two rating on the SPE will receive a \$2,000 increase in his or her base salary which will be reflected in the next contract.

21. **What happens if I go up for promotion and SPE at the same time?** If both the promotion and SPE are successful, the amount of the SPE tier salary increase will be at the rate of the new rank. *CBA 11.3(b)(6)*

22. **What are the effects of a Tier Three SPE?** Faculty Members/Librarians receiving an Unsatisfactory/Tier Three rating will enter into a Performance Improvement Plan.

23. **What is a performance improvement plan (PIP)?** It is a plan that will outline each of the areas needing attention and improvement so that upon successful completion of the plan, the Faculty Member will meet the tenure standards in place at the time of the SPE, or the Librarian will meet the promotion standards in place at the time of the SPE. The PIP will provide specific performance targets and a required time frame for achieving the targets.

24. **Who develops the PIP?** It is developed by the Chair/Director/Unit Head in concert with the Dean, who shall provide the Faculty Member/Librarian with the opportunity to provide input. The PIP must be approved by the Provost.

25. **What are the time limits of the PIP?** The PIP will be developed within 30 days of the unsatisfactory SPE.

26. **What are the responsibilities of the Chair/Director/Unit Head and what are the responsibilities of the Faculty Member/Librarian?** It is the responsibility of the Chair/Director/Unit Head to offer the Faculty Member/Librarian the opportunity to meet regularly so that the Faculty Member's/Librarian's progress toward meeting the performance targets can be reviewed. It is the responsibility of the Faculty Member/Librarian to attain the performance targets specified in the PIP within the specified time frames and demonstrate competency in his or her position.

27. **What happens if I successfully complete my PIP?** Upon successful completing of a PIP within two (2) years, you will receive a salary increase in the amount of a corresponding 'Tier Two' increase. Your next SPE will follow a new six-year schedule beginning with the academic year following the academic year of completion of the PIP. Currently, only faculty in the initial rollout agreement (years 2015-2021) are eligible for this increase as a result of successfully completing the PIP. *CBA 11.3(b)(11)*