

**Procedures for determining the timing of Sustained Performance Evaluations
for Administrators returning to In-Unit Status**

5/4/18

Faculty who hold administrative appointments and are therefore out-of-unit are not subject to any of the provisions in the collective bargaining agreement ("CBA"), including the provision related to Sustained Performance Evaluations. Beginning in 2017-18, eligible out-of-unit faculty can now elect to undergo a Sustained Performance Evaluation during their scheduled sixth year after receiving tenure or any sixth year thereafter while in out-of-unit status.

When a faculty member concludes an administrative appointment and returns to an in-unit faculty position, he or she will be subject to the Sustained Performance Evaluation provisions of the CBA. It is understood that administrative appointments may limit the time a faculty member can dedicate to one or more of the three areas (Teaching, Research, and Service) on which a Sustained Performance Evaluation (SPE) is based. In order to provide individuals who will be returning to in-unit status with sufficient time to prepare for the Sustained Performance Evaluation the following procedure is established.

- A. The faculty member is to be advised of the options listed below prior to the transition from out-of-unit status to in-unit status.
- B. Depending on whether a faculty member elects to undergo an SPE while in out-of-unit status, the following guidelines should be used to determine which options are available:
 - o Out-of-unit faculty who have completed an SPE within the past 3 years can choose to continue to use the UWF tenure date as the basis for setting their SPE clock (option 1), or reset the SPE clock to begin on the date of return to in-unit status (option 2);
 - o Out-of-unit faculty who have completed an SPE more than 3 years ago can choose options 1, 2, or 3 (if applicable) as outlined below;
 - o If no SPE was completed while in out-of-unit status, the faculty member can choose options 1, 2, or 3 (if applicable) as outlined below;
- C. The faculty member, while in out-of-unit status, in consultation with his or her supervisor, is to determine what option best meets his or her professional goals prior to returning to in-unit status.
- D. After reaching a determination regarding the faculty member's SPE schedule, the faculty member's supervisor shall document this determination in writing prior to the faculty member's return to in-unit status. A copy of the determination shall be provided to the faculty member and the Provost.
- E. The Provost's Office will update the Schedule for Sustained Performance Evaluations accordingly.

The options available are:

1. **Use the University of West Florida tenure date as the basis for setting the SPE clock.**
 - Example – A faculty member was tenured on August 8, 2002. Therefore, their next SPE date would be (2002 → 2008 → 2014 → 2020) AY 2019-20;
2. **Reset the SPE clock to begin on the date of return to in-unit status.**
 - Example – A faculty member returns to in-unit status on August 8, 2017. Their new SPE due date would be AY 2023-24;
3. **Reset the SPE clock, based on the date of return to in-unit status, with credit.** When a faculty member has served in out-of-unit status for at least two academic years, the faculty member may receive up to two years of credit deducted from the SPE clock, resulting in fewer years of in-unit service until the SPE evaluation. The full amount of SPE credit granted may be withdrawn up until the SPE application date. Withdrawals must be stated in writing and provided to the Chair, Dean and Provost.
 - Example – A faculty member returns to in-unit status on August 8, 2017 and new SPE due date is initially calculated as AY 2023-24 (option 2). With 1 year of credit, the new SPE due date would be AY 2022-23. With 2 years of credit, the new SPE due date would be AY 2021-22.