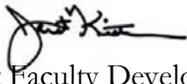




FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

To: Academic Deans and Directors

From: Janet Kistner 
Vice President Faculty Development and Advancement

Date: February 16, 2017

Subject: Sustained Performance Evaluations and Sustained Performance Increases

All tenured faculty members who have been in rank for at least seven years or since being promoted or achieving tenure should receive a Sustained Performance Evaluation (SPE) as part of their annual evaluation. The SPE form, SPE Procedures, and this memo are located on the [Office of Faculty Development and Advancement website](#). The SPE should be filed with the annual evaluation.

Tenured full professors and eminent scholars who earn a “Meets FSU’s High Expectations” rating (or higher) on the SPE should receive a 3% recurring pay increase to their base salary as a Sustained Performance Increase (SPI). Specialized faculty in the highest rank for at least seven years or who earn an overall rating of “Meets FSU’s High Expectations” (or higher) in each of the previous seven years’ evaluations should also receive an SPI (3% recurring pay increase to their base). These increases are subject to collective bargaining.

In order to assist you with this process, my office has worked with Human Resources to generate lists of the faculty members who appear eligible for the SPE and the SPI processes. The first spreadsheet, “[College]SPE_SPITenured,” lists the faculty who need SPEs completed with their annual evaluations this year. This spreadsheet also indicates which of those individuals are eligible for SPIs. The second spreadsheet, “[College]SpecializedSPI,” provides the names of specialized faculty members who should receive an SPI, if they qualify.

Once the SPE/SPI lists and have been checked for eligibility and the processes are completed within your college, please return the completed spreadsheets via email to Ms. [Ameko Dillard](#) in the Office of Faculty Development and Advancement by **May 5, 2017**. If you have questions about this process or believe that the list provided to you is incomplete, please contact Ms. [Melissa Crawford](#) at 644-6876.

Departments are responsible for initiating a 3% pay increase (via ePaf to the Office of Human Resources) for those faculty members who qualify for an SPI. **Note:** Please do not send ePafs to the Office of Human Resources until July 1, 2017 or after.

Attachments

cc: John Thrasher, President
Sally McRorie, Provost and Executive Vice President for Academic Affairs
Dr. Susan Fiorito, Faculty Senate President
Renisha Gibbs, Assistant Vice President for Human Resources
College HR Representatives