

Sustained Performance Evaluation (SPE) Procedures

1. Each department/school (or college, where there are no departments) shall elect an evaluation committee (which may be an existing committee) that will, in concert with the Department Chair/School Director or Dean (where there are no departments), review the annual evaluations of any regular tenured faculty member of the department who has been in rank as an associate or full professor for seven or more years after the last promotion or after receiving tenure. The annual evaluations shall include all material included in the evaluation file for the faculty member.
2. The departmental/school committee will recommend to the Dean one of the following for each person considered under the SPE. The person evaluated shall be given the opportunity to append a concise response to the evaluation before it is sent to the next level.
 - Any person whose annual evaluations have been satisfactory and without notices of “official concern” for that period (previous six years) shall be judged satisfactory in the SPE and shall not be subject to a performance improvement plan. (Note that “official concern” is a satisfactory evaluation with a warning that performance must improve in specific ways before the next evaluation in order to avoid an “Does Not Meet FSU’s High Expectations” rating, thus those with notices of “official concern” will be judged satisfactory in the SPE but may be required to develop a performance improvement plan as explained below.)
 - A person whose record includes a pattern of “official concern” in any area of assignment during those years (previous six years) and who has not shown improvement may be required by the committee to develop a performance improvement plan in consultation with the supervisor.
 - Annual reviews by the departmental evaluation committee may be required as part of the performance improvement plan.
 - A person whose record includes a pattern of “Does Not Meet FSU’s High Expectations” ratings in any area of assignment during these years (previous six years) and who has not met previous requirements for improvement shall develop a performance improvement plan in concert with his/her supervisor. The performance improvement plan shall include specific performance targets and a time period for achieving the targets. Annual reviews by the departmental/school evaluation committee shall be required. In the event that the faculty member and his/her supervisor cannot agree upon the elements to be included in the performance improvement plan, the faculty member may appeal to the Dean or the Provost and Executive Vice President for Academic Affairs in the case of colleges without departments.
 - As of January 2014, a faculty member who received "Meets FSU's High Expectations" or better as an overall result on her or his Annual Evaluation Summary Form during the previous six years shall not be rated below "Meets FSU's High Expectations" in the sustained performance evaluation, nor subject to a PIP. Faculty whose performance falls below "Meets FSU's High Expectations" in more than two of the previous six evaluations shall develop a performance improvement plan.
 - A person who is dissatisfied with the results of the SPE may file an appeal under the Annual Evaluation Appeal procedures in Section 5 of the Faculty Handbook.
3. The President of the University (or a designated representative) shall consider each recommended performance improvement plan. The President or representative shall give final approval for each performance improvement plan. Specific resources identified in an approved

performance improvement plan shall be provided by the University.

4. After the performance improvement plan has been approved, the faculty member's supervisor shall meet periodically with him or her to review progress toward meeting the performance targets. It is the responsibility of the faculty member to attain the performance targets specified in the performance improvement plan. Progress shall be reviewed by the evaluation committee and reported to the dean on an annual basis until such time as the faculty member has achieved the performance targets. If the faculty member does not meet the performance targets in the specified time period, the supervisor shall initiate appropriate action.

Evaluation File

When the Annual Faculty Evaluation Summary has been reviewed by the appropriate reviewer, it will be filed in the faculty member's official evaluation file together with any attachments and the SPE when completed. The contents of the faculty evaluation file are confidential and are not to be disclosed except to the applicable faculty member, those whose duties require access, or upon order of a court of competent jurisdiction.

There should be one evaluation file containing all documents used in the evaluation process including the binder prepared for the purposes of tenure or promotion decisions. When evaluations and other personnel decisions are made, the only documents that may be used are those contained in the evaluation file. The custodian of the file is to give the faculty member a copy of any documents that are placed in the evaluation file. The faculty member should be notified of the identity of the custodian as well as the location of the evaluation file.

Any notice of proposed disciplinary action should be sealed to prevent it from being integrated into the evaluation process or the evaluation file as well as any materials removed from the evaluation file pursuant to the resolution of a grievance.