

**COLLEGE OF MEDICINE**  
**Sustained Performance Evaluation Program (SPEP)**

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**A.**     General Information

The Sustained Performance Evaluation Program requires that tenured faculty members receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document sustained performance as a tenured faculty member during the previous six years of assigned duties and to encourage continued professional growth and development. Tenured faculty with administrative appointments of chair (excluding interim/acting chair) and above shall not be eligible for this review until they resume faculty duties for the required six year period. Specifically, the evaluation is designed to determine if a tenured faculty member's performance is satisfactory or unsatisfactory.

**B.**     Review Schedule

All faculty members will be scheduled for review every seven years after their first year review, or after they have served seven years after being tenured or promoted.

**C.**     Sources and Methods of Evaluation

The chair shall prepare the information for the assessment. The information shall include a faculty member's last six annual letters of evaluation and related evaluative information (e.g., data from student evaluation of teaching program) contained in the faculty member's evaluation file for this period of review. The file shall be submitted to the Dean.

**D.**     Appointments and Responsibility

The Dean shall appoint a Sustained Performance Evaluation Program Committee (SPEPC) to provide fact finding and consultative functions to the relevant department chair and Dean for those faculty forwarded by departments for review under the Sustained Performance Evaluation Program.

It shall be the responsibility of the SPEPC to review the evaluations and prepare a report for the chair, outlining the strengths and weaknesses of the record as well as recommendations that may be appropriate for professional development. The SPEPC's report shall be advisory to the chair. It shall be considered in the chair's review and assessment of the faculty member's annual performance.

**E.**     Responsibility of the Chair

Following the chair's review of the SPEP information including the SPEPC's report, the chair shall prepare the evaluation of the faculty member's sustained performance. The results of the sustained performance review may be incorporated in the annual letter of evaluation, as appropriate. The chair will rate the faculty member's performance according to the following two evaluation categories and provide a statement explaining his/her decision: 1) sustained performance is satisfactory; 2) sustained performance is below satisfactory in one or more

areas of assigned duties and responsibilities. The faculty member may attach a concise response to the evaluation, and that statement will be attached to the evaluation and become part of the faculty member's personnel record. A meeting will be scheduled with the faculty member to review the evaluation. In addition to discussing the faculty member's SPEP report, this meeting may also serve as the end-of-the-year evaluation performance conference.

**F.** Performance Improvement Plan

Faculty members whose performance is identified through the SPEP as being below satisfactory shall develop, in concert with department chair, a Performance Improvement Plan with specific performance targets and a time period for achieving the targets. The department shall provide specific resources identified in the plan. It shall be the responsibility of the department chair to meet periodically with the faculty member to monitor any required Performance Improvement Plan and to provide evidence that his or her prescribed performance targets are met.

Failure to meet these performance targets in the specified time frame could result in those actions described in University of Florida Regulation 6C1-7.048.

**G.** Appeal Process

If the faculty member and his or her chair fail to agree upon the elements to be included in the Performance Improvement Plan, the faculty member may appeal to the Dean, whose decision is final.

**H.** Report to the Provost

On or before June 22<sup>nd</sup>, the listing of those tenured faculty identified by the college or unit as needing improvement shall be submitted to the Provost.