

**Department of Theatre and Dance
Florida Atlantic University**

Sustained Performance Evaluation Guidelines

The Sustained Performance Evaluation (SPE) is designed to be a periodic review and holistic account of a tenured faculty member's accomplishments over a period of multiple years. Since a faculty member's performance is primarily predicated upon that faculty member's annual assignments and the annual evaluations associated with those assignments, the annual evaluations will form the primary basis of the SPE.

However, the Department of Theatre and Dance recognizes that annual evaluations alone may not capture all that a faculty member has accomplished over the long term and that, since the SPE is meant to be separate and distinct from other evaluations, the Department of Theatre and Dance will base its SPE not only upon each faculty member's *overall ratings* on the Annual Faculty Reports from the seven-year cycle under review, it will also include any additional relevant criteria the faculty member may wish to introduce that is consistent with the parameters as set out below.

The overall ratings used include performance evaluation in the three core areas of teaching and other instructional activities; creative accomplishment, research, and scholarship; and service.

- **Teaching** is evaluated holistically and may involve a variety of instructional-based activities and indicators. In addition to Student Perception of Teaching (SPOT) scores for course instruction, teaching evaluation can include directed independent studies, internships, participation on or supervision of graduate production projects, undergraduate and graduate research supervision, peer reviews of teaching, and new course preparation as well as field and laboratory based instructional activities.
- **Research/Creative Activity** is also evaluated holistically and may include scholarly publications, external grants, ongoing field and laboratory work, creative involvement in theatre or dance productions at FAU as well as at other professional venues, and other relevant creative work.
- **Service** may also take various forms and involve a number of activities within the university, profession, and/or local community. Within the university, service includes serving as chair or membership on university, college, and/or departmental committees of recognized importance to university governance and operation. Within the profession, service may involve active participation and operation in a professional association or other entities.

Evaluation file:

As stated in the university provost's memo, the SPE file should contain the following documents:

- A current Curriculum Vitae that clearly highlights accomplishments in teaching, scholarship, and service during the period under review
- Copies of the faculty member's last seven annual assignments and reports
- A copy of the report of previous SPE if available
- Copy of the published SPE performance expectations from the faculty member's academic unit
- A brief (2 page) narrative from the faculty member

The SPE portfolio shall be submitted to the Chair of the department 60 calendar days prior to the submission deadline to the dean.

Performance Evaluation:

The SPE of each faculty member shall be evaluated according to the following three categories and the point system listed below:

1. **Performance Exceeding expectations**—A faculty member has received an overall rating of *Outstanding or Exceptional* in Annual reports for *at least (4) out of seven (7) years* AND an overall rating of *no less than Good* for the *other three(3) annual reports*. Other evidence as outlined below may be considered.
2. **Performance meeting expectations**—A faculty member has received an overall rating of *at least Good* for *six (6) years* AND *no more than (1) overall rating of less than Good*. Other evidence as outlined below may be considered.
3. **Performance failing to meet expectations**—A faculty member has received an overall rating of *less than good* for *two (2) or more years*. Other evidence as outlined below may be considered.

If the candidate has relevant accomplishments during the review period that are not captured by Annual Evaluations, the candidate should highlight those accomplishments in their CV and 2-page narrative. The committee will take these into consideration and may adjust the final ranking following departmental annual evaluation criteria. Additionally, if the faculty member provides mitigating reasoning to defend against a particular rating on an annual evaluation, the committee must take that into account as well.

Examples of activities or accomplishments that might be taken into consideration as supplemental evidence for the SPE include but are not limited to:

- Any creative work, research, service, and teaching activities that have been un- or underrepresented in annual evaluations
- Impromptu public engagement or community service
- External advisory work or mentorship
- Interdisciplinary interaction with other individuals, groups, or institutions
- Awards or other public recognition

Based on the criteria set out in the above three categories and using the Annual Evaluation ratings and any supplemental evidence submitted, the following point system will be used to establish an SPE rating.

Annual Evaluation Rating	Point Value
Exceptional	5
Outstanding	4
Good	3
Needs Improvement	2
Unsatisfactory	0
Amount of Supplemental Evidence Submitted	Point Value
Minimal to Extensive	1-7 Additional Points

For SPE evaluation purposes then, what this means is that the following point ranges must be achieved for the following SPE performance ratings:

Exceeding Expectations: 25-42 points.

Meeting Expectations: 20-24 points. However, if minimum requirements for *Exceeding Expectations* as described above regarding the Annual Evaluations (eg. *at least (4) out of seven (7) years at Outstanding or Exceptional*) are not met then one cannot be categorized as “Exceeding Expectations” unless the **supplemental evidence provided** cause the point total to go above 24 points.

Failing to Meet Expectations: Two or more years of Annual Evaluations with overall ratings of less than “Good” *regardless of point totals*. If clear mitigating circumstances are presented to justify the two or more years of less than good Annual Evaluation ratings and the committee deems them to be forgivable aberrations, then the committee may ignore the years in question and may award an SPE rating of “Meeting Expectations.”

SPE Peer Evaluation Committee:

The SPE Peer Evaluation Committee shall consist of three of the department’s tenured faculty at the Associate Professor or Professor rank. Any faculty member who will undergo SPE during the current or subsequent academic year is disqualified from serving on the committee. Depending on the number and rank of faculty in the department, every attempt should be made to rotate membership on this committee so that no member serves for more than two consecutive years. The committee will review only portfolios submitted by the faculty member to the chair.

The chair shall notify the SPE Evaluation committee that portfolios are ready for review and make available the portfolios for review.

The committee will submit a written summary of the evaluation of the portfolio and achievements, along with the tabulation results to the chair to forward with the portfolio to the Dean's office. The committee will submit evaluation letters to the chair who will share these results with the faculty member no less than (21) twenty one days prior to the due date in the Dean's office.

In the event of a dispute between the findings of the Department’s SPE committee and an individual faculty member, the faculty member must submit to the Department Chair within seven (7) calendar days a written request for an appeal to be brought to the College SPE Review Committee. Once received, the Chair must present the request to the Dean’s office for a timely review.

Storage of the SPE Records

The Department Faculty have elected to have the records of the individual faculty SPEs be stored in the Office of the Dean. Faculty may opt to have copies kept in their departmental file as well.