

Florida Atlantic University
D. F. Schmidt College of Arts & Letters
School of the Arts
Department of Music

Sustained Performance Evaluation Protocol and Criteria

In compliance with the Collective Bargaining Agreement (CBA) and the Provost's Memorandum of October 3, 2016, the Department of Music presents the protocol and criteria for Sustained Performance Evaluation (SPE). This review of activity and accomplishment on the part of tenured faculty members of the department is intended to account for the many and varied creative and scholarly endeavors that take place within the parameters of faculty assignments and "to foster sustained excellence and professional development, and to recognize and reward outstanding achievement."

Guidelines:

- The SPE review will take place on a seven-year cycle according to the parameters listed in the Provost's memorandum.
- SPE refers closely to annual faculty reports, but it is an exercise separate from annual evaluation, and focuses on a separate file submitted by the faculty member under review to a committee of peers within the department via the Department Chair.
- The evaluation file is uniform throughout the university, and it consists of the following elements (text from the Provost's memorandum):
 - A current *curriculum vita* 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 annual evaluations.
 - A copy of the report of the previous SPE, if available.
 - A copy of the Department Annual Evaluation Criteria.
 - A brief, two-page narrative from the faculty member.
- Completed SPE files will be stored in the Department of Music office.

Evaluation:

- The department shall convene a committee of peers, consisting of tenured faculty, to evaluate each SPE evaluation file.
- SPE files are submitted to the Dean of the College for confirmation or discussion, and then forwarded to the university administration.
- Should there be any difference of opinion in the evaluation between the Dean and the departmental committee, a college committee, separate from the departmental committee and the Dean, exists to review those files that are deemed by one or the other evaluating party to be below the department's established expectations. The college committee will be convened at the faculty member's request, and the report of the committee will be included in the SPE file.

- An SPE summation that results in ‘Fails To Meet Expectations’ that has been confirmed following consultation between the Dean and the departmental SPE review committee of peers, potentially also with the independent evaluation of the college committee, will trigger the development of a Sustained Performance Improvement Plan (SPIP) as outlined in Article G of the Provost’s memorandum. This improvement plan is independent of any plan triggered by a relevant annual evaluation during the course of the seven-year cycle under SPE evaluation. The SPIP may take into consideration alternative activities that are relevant to the faculty member’s assignment and overall professional activity.

Scoring:

The Department of Music SPE Criteria will be calculated from the sum of the seven Overall Annual Evaluation Ratings received during the evaluation period.

Faculty Evaluation Standards (as defined in the Department of Music Annual Evaluation Criteria):

Rating	Descriptor
5	Exceptional
4	Outstanding
3	Good
2	Needs Improvement
1	Unsatisfactory

SPE Rating

Outcome	Sum
Performance Exceeding Expectations	Above 21
Performance Meeting Expectations	21
Performance Failing to Meet Expectations	Below 21