

College of Health and Human Performance
Guidelines for the Sustained Performance Evaluation Program
(SPEP)

A. General Information

University policy stipulates that there shall be a Sustained Performance Evaluation Program (SPEP). HHP will operate within the general guidelines specified by the Office of Academic Affairs, as detailed below.

The SPEP requires that tenured associate professors and Professors 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.

B. Review Schedule

The SPEP should be developed as part of the annual review and evaluation process. Each eligible faculty member shall be notified of the scheduled review date by his or her chair. Each department will set a review schedule in keeping with its annual review procedure. The Office of the Provost informs Colleges of the faculty eligible for review annually.

C. Sources and Methods of Evaluation

The chair shall collect/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.

D. Appointment and Responsibility of a Sustained Performance Evaluation Program Committee

A faculty member who has received satisfactory annual evaluations during four or more of the previous six years, including one or more of the previous 2 years, shall be rated satisfactory in the sustained performance evaluation.

(<http://www.hr.ufl.edu/labor-relations/union.asp>)

The Department Chair submits the evaluation of satisfactory sustained performance and may incorporate that finding into the faculty member's annual letter of evaluation.

If the information for the assessment includes documentation that the faculty member's performance was not satisfactory during three or more of the previous six years, the department's tenure and promotion committee (comprised of tenured faculty) shall review the case. It shall be the responsibility of this tenure and promotion committee to review the materials and to prepare a report for the chair. The Committee will use its expertise to assess a faculty member's performance according to the following standards:

1. Sustained performance is satisfactory.
2. Sustained performance is below satisfactory in one or more areas of assigned duties and responsibilities.

The Tenure and Promotion Committee's report shall indicate the facts upon which it is based, which shall be advisory to the chair and considered in the chair's review and assessment of the faculty member's sustained performance.

E. Responsibility of Chair

Following the chair's review of the SPEP information, including the T & P committee 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 according to one of the two evaluation categories mentioned above and provide a statement explaining his/her decision.

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

For faculty members whose performance is identified through the SPEP as being below satisfactory, the department chair shall develop, in concert with the faculty member, a Performance Improvement Plan with specific performance standards and a time period for achieving the standards. 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 evaluate evidence that his or her prescribed performance standards are met.

Failure to meet these performance standards in the specified time frame could result in those actions described in Article 30 of the Collective Bargaining Agreement for in-unit faculty. See attached appendix. Available on-line:

<http://www.hr.ufl.edu/labor-relations/union.asp>

G. Appeal Process

If the faculty member and his or her chair fail to agree upon the elements to be included in a Performance Improvement Plan or fail to agree upon the subsequent attainment of the performance standards, the faculty member may use the University's appeal process, which includes a review by the Dean and/or Provost's designee, whose decision is final.

H. Timetables

Faculty will be provided a (1) SPEP timetable and (2) projected evaluation timetable for eligible faculty.

I. Report to the Provost

On or before June 30, the listing of those tenured faculty identified as needing improvement shall be submitted by the College Office to the Provost with a brief statement of the identified faculty member's required improvement plan.

Approved by College Council: August 25, 2009

ARTICLE 30
DISCIPLINARY ACTION AND JOB ABANDONMENT

30.1 Policy. The purpose of this article is to provide a prompt and equitable procedure for disciplinary action, which shall be taken only for just cause.

(a) Just Cause. No faculty member shall be subject to disciplinary action except for just cause. Just cause shall be defined as misconduct or incompetency.

(b) A faculty member's activities that fall outside the scope of employment shall constitute misconduct only if such activities adversely affect the legitimate and compelling interests of the university.

(c) Disciplinary Action Other than Termination. The Trustees, acting through their representatives, retains the right to impose disciplinary action other than termination for just cause including, but not limited to, suspension with or without pay, provided that the punishment is appropriate to the degree of misconduct. Admonitions, oral reprimands, letters of counseling (including recommendations for participation in an Employee Assistance Program), and similar criticism shall not be considered disciplinary action and shall not be subject to the grievance procedure.

(d) Due process.

(1) Disciplinary action shall be imposed by the Trustees only in accordance with the principles of due process as described in this Agreement.

(2) No faculty member shall be deprived of pay or benefits resulting from a disciplinary action until after the grievance process ends with an outcome that allows the discipline, or until one hundred and sixty-five (165) days following receipt of the Notice of Discipline, whichever time period is sooner.

(e) No provision in this Article shall be interpreted in a manner that violates a faculty member's rights conferred by this Agreement or by law, nor shall a faculty member be punished for exercising such rights in the performance of University duties.

30.2 Progressive Discipline. Both parties endorse the use of progressive discipline when imposing disciplinary sanctions upon a faculty member for just cause.

(a) The sanctions for disciplinary action that may be imposed on a faculty member may include but are not limited to the following:

(1) Written reprimand — a formal written expression of institutional rebuke, which shall contain a description of the misconduct.

Approved: Michael Mattione
For the University of Florida
Board of Trustees

Approved: Chris Lindsey
For the United Faculty of Florida

Date: 2/16/2007
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Date: February 16, 2007