

Sustained Performance Evaluation Guidelines

Charles E. Schmidt College of Science

February 20, 2017

The following guidelines describe the procedure for Sustained Performance Evaluations (SPE) of tenured faculty in the Charles E. Schmidt College of Science, as required in the Provost's *Sustained Performance Evaluation Policy* memo of October 3, 2016.

Contents of the Evaluation File

The office of the Dean shall notify faculty members in the College of upcoming SPEs no less than three months in advance of the due date for the evaluation file. At that time, the office of the Dean shall provide each such faculty member with

- copies of his or her last seven annual assignments and annual evaluations,
- a copy of the report from his or her last SPE, if available, and
- a copy of the published performance expectations of his or her department.

The faculty member shall complete the evaluation file by adding

- a current curriculum vita that clearly highlights accomplishments in teaching, scholarship, and service during the period under review, and
- a brief (2 page) narrative summarizing those accomplishments.

The tenured faculty of each department may establish policies as they see fit requiring its members to include additional items in the evaluation file.

Composition of Peer Evaluation Committees

The tenured faculty of each department shall elect a Peer Evaluation Committee of its members to conduct its Sustained Performance Evaluations. Any tenured faculty member may serve on the Peer Evaluation Committee, though individual departments may restrict membership further (*e.g.*, allowing only Professors to serve) as they see fit. Departmental Peer Evaluation Committees must be (re)appointed every academic year. Any person with a plausible, perceived conflict of interest in evaluating a particular faculty member cannot serve on the Peer Evaluation Committee during the academic year of that faculty member's SPE.

Record Keeping

The office of the Dean shall keep official records of all Sustained Performance Evaluations of tenured faculty in the College.