

FAU Charles E Schmidt College of Science
2019-2020 Sustained Performance Evaluation Calendar

September 2019	The Dean's Office shall notify faculty members of upcoming Sustained Performance Evaluations no less than three months in advance of the due date for the evaluation file. (2 nd Monday in September)
December 2019	The faculty member shall deliver his or her SPE file to the Chair, Director, or Associate Dean of the academic unit that conducts his or her annual evaluation. (2 nd Monday in December). The individual academic units (departments or centers) will form separate committees based on their unique program offerings.
January 2020	The individual unit SPE committee will review each SPE file in light of the academic unit's published performance expectations, and assess whether these expectations have been met. The unit SPE committee will report its recommendation and return all SPE files to the Chair or Director. The unit Chair or Director will prepare a brief report along with the individual unit committee report, to be added to the SPE file, summarizing its recommended assessment of each faculty member's performance during the evaluation period. The unit Chair or Director shall deliver all SPE files to Dean's office by the last Monday in January.
February 2020	<p>The College SPE Committee will review all SPE files and make a recommendation for each faculty, to be added to the faculty's SPE file by the last Monday in February.</p> <p>Once all Sustained Performance Evaluations are complete, the Chair of the College SPE Committee return all completed SPE files to the College Dean's office. (1st Monday in March)</p>
March 2020	The Dean of the College will review the SPE files of all SPE faculty members along with the reports from College SPE Committee, Chair or Director.
March 2020	The Chair, Director, or Associate Dean of Academic Affairs or Dean will meet with each reviewed faculty member to discuss the final outcome. The faculty member shall receive copies (paper or electronic) of the College Dean's decision regarding the outcome of the SPE at or before this meeting.
April 2020	The Dean's Office will prepare a report to the University Provost listing all Evaluations in the College in the year, and the result of each.
April, 2020	Deadline to submit report to the Provost's Office.