

**FAU Charles E Schmidt College of Science**  
**2020-2021 Sustained Performance Evaluation Calendar**

September 2020	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 <sup>nd</sup> Monday in September)
December 2020	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 <sup>nd</sup> Monday in December)
January 2021	The individual academic units (departments or centers) will form separate committees based on their unique program offerings. The unit 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 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, to be added to the SPE file, summarizing its recommended assessment of each faculty member's performance during the evaluation period. (Last Monday in January)
February 2021	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. All files should be returned to the Chair or Director. (Last Friday in February)
March 2021	Once all Sustained Performance Evaluations are complete, the Chair or Director will forward all complete SPE files to the College Dean's office. (1st Monday in March)
March 2021	The Dean of the College will review the SPE files of all faculty members along with the Committee reports.
March 2021	The Chair, Director, or Associate 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 Committee's report regarding the outcome of the SPE at or before this meeting.
April 2021	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.
<b>April 26, 2021</b>	<b>Deadline to submit report to the Provost's Office.</b>