

Department of Psychology Sustained Performance Evaluation (SPE) Guidelines

The Sustained Performance Evaluation Policy, SPE, is separate from annual and other employee evaluations in that the evaluation focuses on long-term accomplishments over multiple years. Its main objectives are to:

- Provide a forum for a regular, constructive conversation regarding each faculty member's role in his or her academic unit and college, the University, and discipline at large.
- Identify ways the University can help facilitate faculty success.
- Recognize and reward sustained excellence in scholarship, research, teaching, public service, or academic leadership.
- Identify and address unsatisfactory performance in these areas.
- Most importantly, the SPE process has been designed to uphold the University's fundamental principles of tenure, academic freedom, due process, and confidentiality in personnel matters.

The three overall categories of performance are:

- Exceeding Expectations
- Meeting Expectations
- Failing to Meet Expectations

“Exceeds Expectations”: A faculty member whose SPE score as calculated below is at least 3.8.

“Meeting Expectations”: A faculty member whose SPE score is at least 3.0.

“Fails to Meet Expectations”: A faculty member whose SPE score is less than 3.0.

The SPE score is an average of the department's annual ratings on the individual areas (research, teaching, service), depending on the assignment and performance over the past seven years. The department annual evaluations for each category are awarded on a 5-point scale:

(1) unsatisfactory, (2) needs improvement, (3) good, (4) excellent, and (5) outstanding

If the faculty member has supervised Ph.D. students to completion, produced an excellent work of scholarship, or received external funding since the last SPE, this may not be adequately considered by the above method, and a higher SPE score could be assigned. Other indications, such as a positive or negative slope in the faculty member's annual ratings, could also be considered. If the faculty member made scientific contributions of sustained impact, this shall be considered by the committee.

Evaluation File. The documentation used for the SPE will be included in a confidential file, to be stored in the office of the Dean. The file will contain:

- A current curriculum vita that clearly highlights accomplishment in teaching, scholarship, and service during the period under review. [To be provided by the faculty member.]
- Copies of the faculty member's last seven annual assignments and annual evaluations. [To be provided by the department.]
- A copy of the last SPE, if one exists. [To be provided by the department.]
- A brief (2 page) narrative from the faculty member.

Evaluation Committee. The SPE evaluation will be conducted by the Personnel Committee, which consists of at least five tenured faculty members appointed by the Chair, of which three or more are Full Professors. After the first year, at least two members will have served previously on the SPE Committee.