



### **Policy**

University of Central Florida tenured faculty shall receive a sustained performance evaluation once every three years following the award of tenure, or their most recent promotion. The purpose of this evaluation is to document sustained performance during the previous three years of assigned duties to evaluate continued professional growth and development.

Tenured faculty with administrative appointments at the level of chair and above shall not receive a sustained performance evaluation until they return to faculty status for the required three-year period. Acting or interim administrators shall not receive a sustained performance evaluation until they return to faculty status for the required three-year period.

### **Procedures**

At the end of three years of tenured or post-promotion service, and each subsequent three-year period, or at any time the employee has not maintained productivity expectations, an employee's sustained performance will be evaluated. This evaluation will consist of a review of the overall annual evaluation ratings and productivity during that period of interest. If the employee's overall performance is deemed to be below satisfactory, then the employee shall be issued a performance improvement plan. The average shall be determined by assigning a value of 4 for Outstanding, 3 for Above Satisfactory, 2 for Satisfactory, 1 for Conditional, and 0 for Unsatisfactory to each of the employee's annual evaluation ratings over the appropriate period. If the average value is less than 2.0, the employee's performance shall be deemed below satisfactory.

### ***Performance Improvement Plan***

A performance improvement plan shall be developed by the department chair or unit head and shall include specific measurable performance targets with target dates that must be completed in a period of two years. The performance improvement plan requires the approval of the dean and the university's representative.

When an employee has a performance improvement plan, the department chair or unit head shall provide an annual evaluation of the employee's performance on the plan. Adherence to the performance improvement plan, including its targets and target deadlines, shall be the governing criteria for performance improvement plan evaluations.

It is the responsibility of the employee to attain the performance targets specified in the performance improvement plan. Lack of success may result in dismissal. The employee may attach a concise response to the sustained performance evaluation, the performance improvement plan, and annual evaluations of performance on the sustained performance plan. Any such responses shall be included in the evaluation file.

For more information on sustained performance, please contact Faculty Excellence at 407.823.1113 or [FacultyExcellence@UCF.edu](mailto:FacultyExcellence@UCF.edu).