

UNIVERSITY OF CENTRAL FLORIDA
SUSTAINED PERFORMANCE
EVALUATIONS

University of Central Florida tenured faculty shall receive a sustained performance evaluation once every seven years following the award of tenure, or seven years following their most recent promotion, and each subsequent seven year period. The evaluation will assess 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 seven-year period. Acting or interim administrators shall not receive a sustained performance evaluation until they return to faculty status for the required seven-year period. This evaluation will consist of a review of the overall annual evaluation ratings for the seven-year period. Faculty who fall below a 1.5 rating on a five point scale shall be issued a performance improvement plan. Lack of improvement as agreed upon in the plan may result in dismissal.

PROCEDURES:

- I. Tenured faculty members scheduled for a Sustained Performance Evaluation (SPE) will be identified by the Office of Faculty Excellence. The names of all tenured faculty seven years post tenure, or multiples thereof, or seven years after the most recent promotion, or multiples thereof, following the most recent event will be provided to academic deans. Colleges shall review provided names of faculty identified for SPE, and in such cases where faculty have been incorrectly identified for SPE, request an exemption from the Office of Faculty Excellence. Faculty serving in administrative positions above the level of assistant department chair or assistant school director are exempt while serving in these positions. The seven-year SPE clock shall reset when a tenured administrator returns to faculty status.
- II. Deans shall provide the names of faculty requiring review to department chairs and school directors. The department chair or school director will initiate the SPE review during the annual review cycle. The department chair or school director shall obtain the last six annual evaluations, and prepare the current annual evaluation for the SPE.
- III. All areas of assigned duties will be evaluated, i.e., teaching, research, service, other as necessary. If the employee's average overall performance is below satisfactory for seven-year period under review, the employee shall be issued a performance improvement plan as outlined in Article 10.3(b) of the UCF-UFF Collective Bargaining Agreement (CBA).

- IV. The chair or school director will rate the faculty member's performance in one of two evaluation categories:
1) Sustained overall performance is satisfactory for the seven-year period; or 2) sustained overall performance is below satisfactory for the seven-year period. Results of the sustained performance review shall be made available to the faculty member being reviewed and the faculty member may append a response to the evaluation. The completed SPE is placed in the faculty member's personnel record.
- V. If sustained overall performance is below satisfactory for the seven-year period, a performance improvement plan is required. The plan shall be developed by the employee in concert with the department chair or school director, and shall include specific measurable performance targets, with target dates, that must be completed in a period of three years. The performance improvement plan shall be approved by the college dean and submitted to the Office of Faculty Excellence for approval by the president or president's representative Dr. Cynthia Young (Cynthia.Young@ucf.edu).
- VI. Department chairs and school directors shall submit the results of all SPEs, along with approved performance improvement plans, when necessary, to the college dean's office within 60 days of the completed SPE. The college will forward the results of those receiving a SPE, and accompanying performance improvement plans, when necessary, to the Office of Faculty Excellence by the business day in August. Questions related to this process should be directed to Lucretia Cooney in the Office of Faculty Excellence, at lucretia@ucf.edu.