

COLLEGE OF DENTISTRY

Sustained Performance Evaluation Program (SPEP)

General Information

The Sustained Performance Evaluation Program requires that tenured faculty members receive a sustained performance evaluation once every seven years following the award of tenure or their most recent promotion. The purpose of this evaluation is to document *sustained performance* as a tenured faculty member during the previous six years to encourage continued professional growth and development. Specifically, the evaluation is designed to determine if a tenured faculty member's performance is satisfactory or unsatisfactory. Tenured faculty with administrative appointments of chair and above do not participate in this review until they resume faculty duties for the required six-year period.

Sources and Methods of Evaluation

The tenured faculty member will complete the Promotion and Tenure Packet Template. This can be accessed in MyUFL→My Self Service→UF Faculty-Promotion and Tenure→Promotion & Tenure Packet→Packet Template.

- Candidate must include heading on page one with: Name, Department, Title, Supervisor/Department Chair, Date of last promotion.
- The following items should have n/a placed in the template, as these items are only used for faculty who are being considered for promotion and/or tenure and not SPEP:
 - #1, 8, 23, 28, 29, 30, and 31
- In addition, the last **six** annual chair's evaluations must be included in the packet.
- The candidate can modify the template font, margins etc. as long as the numbering and information is consistent with the template.

The file should be submitted electronically to the Dean's Office, Human Resources (cperez@dental.ufl.edu).

Appointments and Responsibility

The UFCD P&T Advisory Committee will review the packet and rate the faculty member's sustained performance as either satisfactory or unsatisfactory in one or more areas of the candidate's assigned duties and responsibilities. The committee will provide the faculty member, his/her department chair, dean and mentoring committee (if applicable) with a written summative evaluation outlining the strengths and weaknesses of the record as well as recommendations appropriate for professional development. The faculty member may respond in writing to the evaluation. The UFCD P&T Advisory Committee will also submit the results of the evaluation to the Provost. Thus, the evaluation and response will become part of the faculty member's personnel record.

Performance Improvement Plan

If sustained performance is deemed unsatisfactory, a meeting with the Associate Dean for Faculty Affairs and department chair will be scheduled with the faculty member and his/her mentoring committee (if applicable) to review the SPEP evaluation and develop a two-year Performance Improvement Plan (see

attached template). The Performance Improvement Plan must include specific quantifiable performance targets based on deficiencies outlined in the SPEP review as well as timelines for achieving the identified targets (see attached template).

The department will be responsible for providing specific resources identified in the plan. It will be the responsibility of the faculty member to meet with the Associate Dean for Faculty Affairs, department chair and mentoring committee (if applicable) quarterly to provide updates and progress on the Performance Improvement Plan. The Associate Dean for Faculty Affairs and department chair will determine if satisfactory or unsatisfactory progress is being made at each update. If there is a failure to agree upon the elements to be included in the Performance Improvement Plan or the progress made at any stage, the faculty member may appeal to the Dean, whose decision is final.

At the end of the two-year Performance Improvement Plan, the UFCD P&T Advisory Committee will review the Performance Improvement Plan, quarterly progress reports, and any associated responses. In consultation with the Associate Dean for Faculty Affairs and the department chair the UFCD P&T Advisory Committee will determine whether the Performance Improvement Plan was satisfactorily or unsatisfactorily completed. A summary describing the performance improvement plan as well as a final summary upon completion (or not) of the Performance Improvement Plan will be provided to the Dean and Provost. Failure to meet the performance targets in the specified time frame and/or unsatisfactory completion the Performance Improvement Plan can result in actions described in the University's Regulation [7.048](#).

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Timeline 2020

1. The chair will be notified of their faculty eligible for SPEP review in the given year by the Associate Dean for Faculty Affairs by **April 2020**.
2. The faculty member shall prepare and provide the information for the assessment to the Associate Dean for Faculty Affairs and Human Resources no later than **May 11, 2020**.
 - If the faculty member would like to have the Associate Dean for Faculty Affairs review their SPEP packet and provide feedback prior to P&T review a draft packet will need to be sent to cperez@dental.ufl.edu by **May 1, 2020**.
3. The UFCD P&T Advisory Committee will review the record of the faculty member between **May 11 and June 8, 2020**.
4. The UFCD P&T Advisory Committee evaluations will be provided to the faculty member, his/her department chair and mentoring committee (if applicable) in writing by **June 19, 2020**.
5. For faculty whose performance is unsatisfactory, the faculty, his/her department chair and mentoring committee in concert with the Associate Dean for Faculty Affairs must meet to develop a performance improvement plan by **June 22, 2020**.
6. The performance improvement plan will be forwarded to the Dean by the Associate Dean for Faculty Affairs by **July 2020**.
7. The college will submit to the Provost's office the UFCD P&T Advisory Committee evaluation, along with a summary of the improvement plans for faculty identified as needing improvement by **July 2020**.

**Sustained Performance Evaluation Program (SPEP)
Performance Improvement Plan Documentation**

The UFCD P&T Advisory Committee has rated your sustained performance as unsatisfactory. The goal of this document is to develop a personalized Performance Improvement Plan per regulation [7.010](#). Specifically, the Performance Improvement Plan should:

- outline the specific areas that need improvement
- delineate concrete actions to be taken to improve performance in each area
- provide specific quantifiable performance targets and metrics which should make it clear whether the faculty member has been successful in meeting the goals
- provide timelines for achieving the identified targets
- delineate evaluation timelines

Name:

Department:

Title:

Supervisor:

Department Chair:

Date:

Areas in which unsatisfactory sustained progress was identified (please be specific or n/a):

Clinical Productivity	
Teaching	
Research	
Service	
Administration	
Professionalism	
Other (specify)	

Actions to be taken to improve performance in each area (please be specific or n/a):

Clinical Productivity	
Teaching	

Research	
Service	
Administration	
Professionalism	
Other (specify)	

Performance targets. For each area identified, describe the performance target, indicate the action plan, the metric used to measure success, and the anticipated timeline for completion of the action plan. There may be multiple performance targets for each area and multiple action plans/metrics and timelines for each performance target.

Area	Performance Target	Action Plan	Metric	Timeline
Clinical Productivity				
Teaching				
Research				
Service				
Administration				
Professionalism				
Other (specify)				

Resources needed (if applicable) to improve performance (please be specific or n/a):

Clinical Productivity	
Teaching	
Research	
Service	
Administration	

Professionalism	
Other (specify)	

Dates for follow up review of progress. It shall be the responsibility of the faculty member to meet with the Associate Dean for Faculty Affairs, department chair and mentoring committee (if applicable) quarterly to provide updates and progress in the Performance Improvement Plan. The faculty should use this document to provide a written summary addressing all areas outlined above to be reviewed prior to face-to-face meeting. The department chair, mentoring committee and Associate Dean for Faculty Affairs will provide a written response to the summary to the faculty, indicating satisfactory or unsatisfactory progress as it relates to the Performance Improvement Plan. All progress reports and responses should be signed by the faculty member, department chair, and Associate Dean for Faculty Affairs.

Faculty Member's Signature

Date

Department Chair Signature

Date

Associate Dean for Faculty Affairs

Date

Meeting Dates:

Required Meeting:	Date of Meeting:	Meeting Attendees/Notes:
Year 1, Quarter 1		
Year 1, Quarter 2		
Year 1, Quarter 3		
Year 1, Quarter 4		
Year 2, Quarter 1		
Year 2, Quarter 2		
Year 2, Quarter 3		
Year 2, Quarter 4		