

## **Appendix B. UFCD Sustained Performance Evaluation Program (SPEP)**

### **General Information**

The Sustained Performance Evaluation Program requires that tenured and non-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 faculty member during the previous six years to encourage continued professional growth and development. Specifically, the evaluation is designed to determine if a faculty member's performance is satisfactory or unsatisfactory. 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. Department chairs can contact Associate Dean of Faculty Affairs for any exception request.

### **Sources and Methods of Evaluation**

Candidates for SPEP shall complete the Promotion and Tenure Packet Template in consultation with the Associate Dean for Faculty Affairs and College's HR Office. This can be accessed in MyUFL-My Self Service- Faculty-Promotion and Tenure-Promotion & Tenure Packet-Packet Template with Activity.

- The following items should be omitted from the template: #1, 7, 8, 24, 29, 30, 31, and 32. These items are only used for faculty who are being considered for promotion and/or tenure.
- In addition, the last six annual chair's evaluations, should be included in the packet.
- The candidate can remove packet instructions, modify the template font, margins etc. as long as the numbering and information is consistent with the template.
- The file shall 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, department chair 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 rating (satisfactory or unsatisfactory) to dean and the provost. Thus, the evaluation and response will become part of the faculty member's personnel record.

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 Performance Improvement Plan. A summary describing the performance improvement plan as well as updates on progress will also be provided to dean and the provost.

<b>Sustained Performance Evaluation Program timeline</b>	
<b>April 9</b>	The chair will be notified of their faculty eligible for SPEP review in the given year by the Associate Dean for Faculty Affairs/College HR Office.
<b>May 14</b>	<p>Candidates shall complete the Promotion and Tenure Packet Template in consultation with the Associate Dean for Faculty Affairs and College HR Office.</p> <p>This can be accessed in MyUFL-My Self Service- Faculty-Promotion and Tenure-Promotion &amp; Tenure Packet-Packet Template with Activity. <a href="#">Click here</a> for detailed instructions from MyUFL Toolkit. The following items should be omitted from the template: #1, 7, 8, 24, 29, 30, 31, and 32. These items are only used for faculty who are being considered for promotion and/or tenure. The candidate can remove packet instructions, modify the template font, margins etc. as long as the numbering and information is consistent with the template.</p> <p>If the faculty member would like to have the Associate Dean for Faculty Affairs review their SPEP packet and provide feedback prior to P&amp;T review a draft packet will need to be sent to <a href="mailto:cperez@dental.ufl.edu">cperez@dental.ufl.edu</a> by April 27.</p>
<b>May 15 - June 8</b>	The UFCD P&T Advisory Committee reviews and evaluates the candidate's progress.
<b>June 15</b>	The UFCD P&T Advisory Committee evaluation will be provided to the faculty member, department chair and mentoring committee (if applicable).
<b>June 22</b>	For faculty whose performance is unsatisfactory, the faculty, department chair and mentoring committee in concert with the Associate Dean for Faculty Affairs must develop a performance improvement plan.
<b>June 25</b>	The performance improvement plan will be forwarded to the dean by the Associate Dean for Faculty Affairs.
<b>June 29</b>	The college will submit to the provost's office the UFCD P&T Advisory Committee evaluation, along with a summary of the improvement plan for any faculty identified as needing improvement.

**Performance Improvement Plan**

Faculty members whose performance is identified as being unsatisfactory must develop, in concert with the Associate Dean for Faculty Affairs, their department chair, and mentoring committee (if applicable), a Performance Improvement Plan with specific quantifiable performance targets and timelines for achieving the identified targets. The department shall provide specific resources identified in the plan. 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. Failure to meet the performance targets in the specified time frame could result in actions described in the [University's Regulation 7.048](#).

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 during the improvement plan, the faculty member may appeal to the dean, whose decision is final.

**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 Service/ Patient Care	
Teaching	
Research	
Service	
Administration	
Professionalism	
Other (specify)	

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

Clinical Service/ Patient Care	
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.

<b>Area</b>	<b>Performance Target</b>	<b>Action Plan</b>	<b>Metric</b>	<b>Timeline</b>
Clinical Service/ Patient Care				
Teaching				
Research				
Service				
Administration				
Professionalism				
Other (specify)				

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

Clinical Service/ Patient Care	
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 on 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

