

**COLLEGE OF DENTISTRY**  
**Sustained Performance Evaluation Program (SPEP)**  
**2016-2017**

**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 shall not be eligible for this review until they resume faculty duties for the required six year period.

**Sources and Methods of Evaluation**

The tenured faculty member shall 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.

- The following items should be omitted from the template: #1, 8, 23, 28, 29, 30, and 31. These items are only used for faculty who are being considered for promotion and/or tenure.
- In addition, please include the last six annual chair's evaluations, instead of the previous five the packet requests.
- The candidate can 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](mailto:cperez@dental.ufl.edu), D4-9).

**Appointments and Responsibility**

It shall be the responsibility of the UFCO P&T Advisory Committee to review the packet. The committee will rate the faculty member's performance according to the following two evaluation categories and provide a statement explaining the decision: 1) sustained performance is satisfactory; 2) sustained performance is unsatisfactory in one or more areas of assigned duties and responsibilities. The committee will prepare an 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 evaluation and response will become part of the faculty member's personnel record. If sustained performance is unsatisfactory, a meeting with the Associate Dean for Faculty Affairs and department chair will be scheduled with the faculty member to review the SPEP evaluation.

### **Performance Improvement Plan**

Faculty members whose performance is identified as being unsatisfactory must develop, in concert with the Associate Dean for Faculty Affairs and their department chair, 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 department chair to meet quarterly with the faculty member to monitor any required Performance Improvement Plan. It is the responsibility of the faculty to provide evidence that his or her prescribed performance targets are met. The chair must provide information to the Associate Dean for Faculty Affairs and Human Resources every six months regarding progress. Failure to meet the performance targets in the specified time frame could result in actions described in the University's Regulation 7.048.

### **Appeal Process**

If the faculty member and his or her chair fail 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.

### **Report to the Provost**

On or before **June 26, 2017**, the results of SPEP review will be provided to the Provost and the Sr. VP (HSC). A summary describing the performance improvement plan as well as updates on progress will be provided to the Provost and Sr. VP (HSC) for those faculty identified by the college as needing improvement.

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**Timeline 2016-2017**

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 10, 2017**.
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 12, 2017**.
  - 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](mailto:cperez@dental.ufl.edu) by April 28, 2017.
3. The UFCD P&T Advisory Committee shall review the record of the faculty member being reviewed for sustained performance between **May 15 and June 7, 2017**.
4. The UFCD P&T Advisory Committee evaluations will be provided to faculty and department chair in writing by **June 9, 2017**.
5. For faculty whose performance is unsatisfactory, the Associate Dean for Faculty Affairs and department chair, in concert with the faculty must develop a performance improvement plan by **June 16, 2017**.
6. The Associate Dean for Faculty Affairs and department chair will forward the improvement plan to the dean by **June 23, 2017**.
7. The college will submit to the Provost's office the results, along with a summary of the improvement plans for faculty identified as needing improvement by **June 26, 2017**.