

**Sustained Performance Evaluation (SPE) Standards and Procedures
English Department**

Approved by Department of English, 8/28/17

Returned by Provost's office February 2018

Approved by Department of English again, 2/19/18

In accordance with the university mandate for a Sustained Performance Evaluation (SPE) process to “follow a seven-year cycle for each tenured faculty member,” the department of English establishes the following standards and procedures, as supplemental to those specified in the Provost’s SPE memorandum of October 3, 2016.

1) As stated in the Provost’s memorandum, the faculty member under review will provide

the bottom category (Unsatisfactory). If the faculty member has received a Performance Improvement Plan connected to any of the annual evaluations, it is expected that he or she will have fulfilled the plan, or be in the process of doing so (in accordance with the timeline specified in the plan).

Fails to Meet Expectations: The faculty member has not met the criteria for either Exceeds Expectations or Meets Expectations.

The above standards employ the new five-tier annual evaluation system mandated by the university: Exceptional, Outstanding, Good, Needs Improvement, Unsatisfactory. In the many cases where SPE portfolios will include some annual evaluations from years when the old four-tier system (Excellent, Above Satisfactory, Satisfactory, Below Satisfactory) was still in use, those particular years will be assessed as follows:

Exceeds Expectations: In at least 4 out of the 7 years under review, the faculty member will have received annual evaluations with an overall score in the top two categories (Excellent, Above Satisfactory); the faculty member will have received no overall score in the bottom category (Below Satisfactory).

Meets Expectations: In at least 4 out of the 7 years under review, the faculty member will have received annual evaluations with an overall score in the top three categories (Excellent, Above Satisfactory, Satisfactory). If the faculty member has received a Performance Improvement Plan connected to any of the annual evaluations, it is expected that he or she will have fulfilled the plan, or be in the process of doing so (in accordance with the timeline specified in the plan).

Fails to Meet Expectations: as above.

5) The Provost's memorandum also states that "the SPE is separate and distinct from annual and other employee evaluations in that the evaluation will focus on long-term accomplishments over a period of multiple years." That is, evaluation over a protracted period will capture long-term patterns in a faculty member's professional progress that may not be apparent from the annual reviews regarded separately. To take one example, long-term work on a major scholarly or creative project will not necessarily result in a regular series of annual publications, and, in any case, qualitative judgments must prevail

