

Florida Atlantic University

Department of History

A. Evaluation Cycle

The SPE will follow a seven-year cycle for each tenured faculty member, with the following exceptions:

- Any successful application for promotion from Associate Professor to Professor resets the applicant's seven-year cycle. If such an application is unsuccessful then, upon request of the applicant, the University Provost may at his/her discretion add one extra year to the faculty member's SPE cycle.
- Faculty members on phased retirement, in DROP, or whose notification of retirement has been accepted by University are exempt from the SPE.
- Faculty holding special positions that require regular reviews beyond the standard annual evaluation, such as named chairs, endowed chairs, and eminent scholars, are exempt from the SPE.
- Any time spent by a faculty member while serving as a department chair, school director, dean, associate dean, or any other full-time administrative position subject to regular administrative review may not count toward the SPE cycle. Upon returning to a non-administrative faculty position on a full-time basis, the faculty member may choose whether his/her seven-year cycle either restarts or resumes.
- Time spent by a faculty member on medical leave is not counted toward the SPE cycle.

- 3.) The College SPE Committees will include Professors and Associate Professors
- 4.) Each Department will store its own SPE records and Evaluation procedures/criteria with copies of each sent to the College.
- 5.) The contents of each SPE file are to be kept confidential throughout the evaluation process.
- 6.) In all cases, any person with a plausible, perceived conflict of interest in evaluating a particular faculty member cannot serve on the SPE Committee in the year of that faculty member's SPE.

C. Articulation of Departmental Criteria for Meeting Expectations

The criteria to be used to evaluate a faculty member's sustained performance will consist of a mixture of quantitative and qualitative factors. These criteria are tied to the seven-year period of annual assignments and evaluations and will not extend beyond the scope of the relevant activities undertaken by the faculty member during that time.

The Departmental SPE Committee will determine the faculty member's SPE rating by reviewing the Research/Teaching/Service ratings as well as the Overall rating for each of the faculty member's Annual Evaluations for the period of assessment. Faculty members who have received an Overall Rating of "Good" or higher on *five* out of seven of their Annual Evaluations will be deemed as having "Met Expectations."

As the criteria for "Meeting Expectations" is the standard by which "Exceeds" (Section D) and "Fails to Meet" (Section E) is based, it is articulated in full.

1. Meets Teaching Expectations for Sustained Performance

In order to assess whether or not a tenured faculty member of the department of History has met teaching expectations during the relevant period covered by the SPE, the faculty member will be evaluated on the basis of the following expectations:

1. The faculty member must have a rating of good or higher for teaching in six (6) of his/her last seven (7) annual evaluations.
2. The faculty member must have a demonstrative record of consistent and meaningful commitment to teaching excellence. *The following items are not intended to be a complete list but, rather, to serve as examples of the activities which may be taken into consideration in assessing continuous teaching excellence:*
 - a) Evidence of strong commitment to student engagement (availability to students, mentoring, providing academic guidance, etc.).

- b) Classroom Peer Review of teaching by faculty chosen by Chair in consultation with candidate.
- c) SPOT evaluations
- d) Committee membership/Chairing of Theses (Undergraduate and Graduate)
- e) Supervision of Internships
- f) Recognition of teaching (e.g. Departmental/College/University nominations or awards)

2. Meets Scholarship Expectations for Sustained Performance

In order to assess whether or not a tenured faculty member of the department of History has met **research** expectations during the relevant period covered by the SPE policy, the faculty member will be evaluated on the basis of the following expectations:

1. Faculty member must have a rating of good or higher for **research** in six (6) of his/her last seven (7) annual evaluations.
2. Faculty member must have a demonstrative record of consistent and original contributions indicative of **research/scholarly** excellence. *The following items are not intended to be a complete list but, rather, to serve as examples of the activities which may be taken into consideration in accessing continuous research excellence:*
 - a) Evidence of an active and productive research agenda:
 - a. Publication of peer-reviewed works, in traditional or electronic form (e.g., monograph, articles, book reviews, encyclopedia entries, review essays, edited works, public history projects)
 - b. Research grants, book proposals, Series/Journal editorial work
 - b) Active participation in local/regional/national/international conferences/colloquia/symposia.

3. Meets Service E10(rrp4(l)-2 E)-7(10(rrp4(l)-2 E)-7(10(rrp4(l)-2 E)n)4(n)-100.28 0 T1.15t(h)-10(gr <

