



February 21, 2008

MEMORANDUM

To: Academic Deans and Department Chairs

From: Anne E. Rowe
Dean of the Faculties and Deputy Provost

Re: Sustained Performance Evaluations

Certain tenured faculty members in your unit may be scheduled for Sustained Performance Evaluations (SPE) this year. These evaluations should be completed as part of the annual evaluation process this spring by May 7, 2008. A copy of the Florida State University Sustained Performance Evaluation Procedures is enclosed. Please attach a *2007 SUSTAINED PERFORMANCE EVALUATION (SPE) REPORT* form (use only the form provided) for each person being evaluated under the SPE to the *2007 Annual Faculty Evaluation Summary* form. The dean of the college is the designated representative of the President of the University for considering and giving final approval to performance improvement plans that might result from this process.

We have attached a list of your faculty members who were granted tenure in 2001 and thus, are potentially eligible for their first review this spring. You will notice that those faculty members tenured in 2001 for whom the report shows an administrative code of chair and above or who were promoted after 2001 (rendering them ineligible) are listed separately. Please note the attached list may include faculty members who have returned to the regular faculty from an administrative appointment within the last seven years, and thus do not have the required seven (7) years (after resuming regular faculty status) to be eligible for SPE. Please check this list carefully against your records for accuracy. If there are no faculty members indicated on the attached list (or you did not receive a list), it means that our records show no potentially affected faculty (granted tenure in 2001) for your unit.

We depend on you to keep an accurate record of faculty members who were deleted from prior lists or are deleted this year. Deletions will occur when a faculty member moves into and out of administrative assignments of chair and above or has not been in rank for at least seven (7) years since a promotion. Deans are asked to ensure that records are maintained in their college that will allow us to place these faculty members on the list for SPE at the proper time. Please add to or delete from the attached list according to your records and send us a complete list (see attached example) of the faculty members whom you have determined to be eligible for SPE this spring. Please indicate on the list the reason that you have added or deleted a faculty member.

This memorandum, procedures, and required form are available on our website under *Faculty Development* at <http://dof.fsu.edu/>. If you have any questions, please call Linda Gross at 644-7500.

Attachments

cc: President Thomas K. Wetherell
Provost Lawrence G. Abele
Dr. Jayne Standley