**FLORIDA INTERNATIONAL UNIVERSITY**

Sustained Performance Evaluation Guidelines

A university faculty is a community of scholars, scientists, designers, and artists cooperating in a collegial environment, entrusted with responsibility for the creation, development, and expansion of knowledge in a free and open society. The university’s goal is to improve the quality of life for all members of that society. Our participation in this stimulating and challenging endeavor should contribute to the achievement of that goal, and we best manifest our participation through excellence in teaching, meaningful research, significant creative work, useful service to our fellow citizens, and community-engaged scholarship in all of these areas of excellence. FIU is committed to scholarly excellence and creative activities that serve the public good. We value community-engaged scholarship as an essential component of our institution’s research aspirations.

**Sustained Performance Evaluation** is a shared collegial process, as is Tenure/Promotion, of accomplishment, evaluation, and recognition. Tenure guarantees annual reappointment for the academic year until voluntary resignation, retirement, removal for just cause (incompetence or misconduct) or layoff. Sustained Performance Evaluation provides an opportunity to encourage faculty, provide faculty with mentoring and support in career development where appropriate, and to recognize faculty for their ongoing and progressive accomplishments.

To these ends, the faculty and administration of Florida International University, in compliance with the requirements of the Florida Board of Governors and the Florida International University Board of Trustees (BOT), endorse the following guidelines for Sustained Performance Evaluations.

If there is any variance between these guidelines and The Florida International University Board of Trustees and United Faculty of Florida Collective Bargaining Agreement, the Collective Bargaining Agreement takes precedence. Although the CBA applies only to “in-unit” faculty, Sustained Performance Evaluation policies and procedures are consistent for all faculty.

Effective AY 2015-2016 and forward, the Sustained Performance Evaluations process will be conducted fully online. Eligible faculty will access the portal using the following link <http://facultypromotion.fiu.edu> and should upload their files as Word or PDF files.

**A. BOT-UFF Policy Employee Performance Evaluation**

See **CBA** **Policy** **B** **p. 59** and **Procedures** **C. 1-3 p. 62.**

**B. General Information**

1. Applicants are encouraged to submit concise documentation for the Sustained Performance Evaluations. In-depth supporting files are not required. There is a 3-day rebuttal period following each level of review. Once a Sustained Performance Evaluation appraisal is submitted (chair, department, dean, etc.), the system pauses for three days to allow the candidate to submit a rebuttal (should they choose to do so). These three days are automatically allocated and cannot be bypassed once the process has been initiated. Once three days have passed since the submission of the appraisal, the file subsequently progresses to the next stage of review.
2. When the file is released for departmental review, it is electronically locked and the candidate can no longer add material. If material is subsequently added to a file it must be done through a gatekeeper (including any rebuttals). At the departmental review stage that gatekeeper is the department chair. Subsequent gatekeepers include the Dean’s office and the Office of the Provost.
3. **Timeline**
4. Tenured faculty members shall receive a sustained performance evaluation once every seven (7) years following the award of tenure or their most recent promotion. If currently applying for promotion, the promotion process satisfies the sustained performance evaluation.
5. [See attached timeline.]
6. **Documentation**:

 1. The applicant’s CV in FIU format

2. A brief description of the Faculty Member’s Teaching, Scholarly and Service

activities from the time of last evaluation or receipt of tenure, including how the faculty member has met his/her ongoing and progressive goals (approximately one-three pages). [Note that faculty should include goals in all annual reports and Chairs should reference those goals in annual evaluations.]

3. Copies of annual evaluations from the preceding 6 years.