



Office of the Provost

UNIVERSITY *of* WEST FLORIDA

**UWF Sustained Performance Evaluation Guidelines
for Faculty Librarians
2024-2025**

Table of Contents

I. PROCESS..... 3
II. STEPS OF THE SPE EVALUATIVE PROCESS FOR LIBRARIANS 4
III. DOSSIER FOR SUSTAINED PERFORMANCE EVALUATION 4
IV. PERFORMANCE IMPROVEMENT PLAN 5
V. CALENDAR 6
VI. Document History..... 7
APPENDIX A 8

I. PROCESS

The University shall conduct Sustained Performance Evaluations (SPE) on Faculty in the ranks of University Librarian and Associate University Librarian. CBA Article 11

The purpose of the Sustained Performance Evaluation is to assess the faculty member's sustained performance and professional growth as of the date of the evaluation. The expectations for sustained performance **shall** be aligned with the qualifications for promotion in place at the time of the evaluation.

The Sustained Performance Evaluation **shall** be conducted in the faculty member's sixth (6th) year after promotion or hire into that position and every sixth (6th) year thereafter and will evaluate the faculty member on their performance over the previous six (6) year period. Each faculty member **may** elect a one (1) year deferral once in their career at UWF. This would allow the sustained performance evaluation to be conducted in the seventh (7th) year. When a faculty member elects to utilize the one-time, one-year postponement of the SPE, the faculty member's next, and all subsequent, SPEs will follow a six-year schedule from the one-year postponement. For University Librarians and Associate University Librarians this Sustained Performance Evaluation **shall** be conducted the sixth (6th) year after appointment or promotion to the rank of University Librarian or Associate University Librarian and every sixth (6th) year thereafter.

There are three tiers for the Sustained Performance Evaluation. The attainment of Distinguished (Tier One) **shall** reflect distinction that clearly exceeds the University and departmental promotion standards and expectations in place at the time of the evaluation for excellence in quantity, quality or both. The attainment of Satisfactory (Tier Two) **shall** satisfy the University and departmental promotion standards and expectations in place at the time of the evaluation for excellence in quantity, quality or both. An evaluation that is Unsatisfactory (Tier Three) reflects performance that does not satisfy the University and departmental promotion standards and expectations in place at the time of the evaluation for excellence in quantity, quality or both. A Tier Three Rating will require the faculty member to enter into a formal Performance Improvement Plan.

Faculty receiving a 'Distinguished' (Tier 1) or 'Satisfactory' (Tier 2) will receive a base salary increase. An 'Unsatisfactory' (Tier 3) rating will result in no wage increase. The chart below summarizes the Tiers and associated salary increases.

Rank	SPE Tier	Salary Increase
University Librarian	Tier 1	\$6,000
University Librarian	Tier 2	\$4,000
University Librarian	Tier 3	no increase
Assoc. Univ. Librarian	Tier 1	\$3,000
Assoc. Univ. Librarian	Tier 2	\$2,000
Assoc. Univ. Librarian	Tier 3	no increase

If a faculty member goes up for promotion and SPE simultaneously in the same academic year, and both the promotion and the SPE are successful, the amount of the SPE tier salary increase will be at the rate of the new rank.

II. STEPS OF THE SPE EVALUATIVE PROCESS FOR LIBRARIANS

The Librarian will submit their SPE dossier to the Library Personnel Committee (LPC) subcommittee for review. The Committee will make a recommendation to the employee's supervisor regarding whether the employee met the applicable promotion criteria in place at the time of the evaluation. The supervisor will review the SPE dossier, and the LPC recommendation, and make a recommendation to the Dean of Libraries on whether the employee met the applicable promotion criteria in place at the time of the evaluation. The Dean will review the dossier, recommendations of the supervisor and LPC, and make a recommendation to the Provost regarding whether the employee met the applicable promotion criteria in place at the time of the evaluation and regarding the SPE Tier at which the employee should be ranked. The Provost will make a final decision on whether the employee has met the applicable promotion criteria in place at the time of the evaluation and assign a tier rating.

III. DOSSIER FOR SUSTAINED PERFORMANCE EVALUATION

Faculty will no longer submit printed materials ("binders and buckets") but will upload their files into a new digital system. (see Appendix A, UWF Interfolio)

The materials to be submitted by the faculty member being evaluated will reflect the six years corresponding to the candidate's SPE and will be the same as an application for promotion. There **shall** be no letters of recommendation included in the submission. Evidence of sustained performance **must** be substantive and detailed with documentation. CBA Article 11

Refer to the Policies and Procedures for Assignment, Evaluation, Merit & Promotion for required documentation such as the Promotion Criteria for specific ranks.

Required Materials:

- 1) A copy of the approved, current, promotion criteria at the applicant's current rank.
- 2) Statement of contributions justifying sustained performance and establishing how the employee meets the criteria in place at the time of the evaluation. This statement should include the faculty member's self-evaluation concerning professional activities and academic support, creative and scholarly activities, and service. The faculty member should address not only the quantity but the quality and significance of their work.
- 3) Curriculum Vitae (CV). The CV should clearly define publication headings, e.g., books and other monographs, journal articles, conference proceedings, and technical reports. Published items and items forthcoming should be clearly distinguished and separately listed. The CV should also distinguish work that is peer reviewed.
- 4) Letter conveying promotion to current rank.
- 5) Annual work assignments and annual evaluations of the faculty member's performance for the previous six (6) year period. Annual evaluation documentation should include both the Supervisor and Dean's evaluations plus any rebuttal letters.

- 6) Any situations that require a departure from expected procedure should be documented in this section. For example: If a faculty member has requested materials to be included after they have submitted the dossier, the cover letter making the request should be included in this section of the current dossier.
- 7) List of supporting materials. Examples of Professional Activities and Academic Support, Scholarship and Creative Projects, and Service should be included here.

During the course of review, the following documents will be added to the packet and shared with the candidate:

- Recommendation of LPC (including the vote tally)
- Letter rebutting LPC's recommendation, if applicable
- Recommendation of Supervisor, if applicable
- Letter rebutting Supervisor's recommendation, if applicable
- Recommendation of Dean
- Letter rebutting Dean's recommendation, if applicable
- Decision of Provost.

IV. PERFORMANCE IMPROVEMENT PLAN

Faculty receiving "Unsatisfactory" ratings on a sustained performance evaluation will enter into a Performance Improvement Plan. The Performance Improvement Plan will be developed by the Supervisor in concert with the Dean within thirty (30) days of the date of the evaluation. The faculty member will be provided with an opportunity to provide input into the Performance Improvement Plan. The Performance Improvement Plan **shall** outline each of the areas needing attention and improvement so that the Faculty member **shall** meet the promotion standards in place at the time of the evaluation, upon successful completion of the Performance Improvement Plan. The Performance Improvement Plan **shall** provide specific performance targets and a time period for achieving the targets.

The Performance Improvement Plan **must** be approved by the Provost. The Chair will meet regularly with the faculty member to review progress toward meeting the performance targets. However, it is the responsibility of the faculty member to attain the performance targets specified in the performance improvement plan within the specified time frame and demonstrate competency in their position.

V. CALENDAR

Actions must be completed by the dates shown.

2024

- SEP 3 (Tue) Faculty who are electing one-time one-year deferral **must** make election in writing and provide it to their Supervisor by this date. A copy should be sent to the Dean and Provost.
- SEP 30 (Mon) Faculty member submits completed dossier, which includes all required materials, to the Library Personnel Committee (LPC).
- OCT 28 (Mon) LPC reviews dossier and provides recommendation to the Supervisor. A copy of the recommendation is sent to the faculty member.
- NOV 4 (Mon) If the faculty member wishes to rebut the LPC recommendation, they **must** submit rebuttal to the LPC by this date.
- NOV 5 (Tue) LPC forwards dossier to Supervisor.
- DEC 2 (Mon) Supervisor reviews dossier and provides recommendation to the Dean. A copy of the recommendation is sent to the faculty member.
- DEC 9 (Mon) If the faculty member wishes to rebut the Supervisor's recommendation, they **must** submit rebuttal to the Supervisor by this date.
- DEC 10 (Tue) Supervisor provides dossier to Dean.

2025

- JAN 14 (Tue) Dean reviews dossier and makes a recommendation. A copy of the recommendation is sent to the faculty member.
- JAN 21 (Tue) If the faculty member wishes to rebut the Dean's recommendation, they **must** submit rebuttal to the Dean by this date.
- JAN 22 (Wed) Dean provides dossier to Provost.
- FEB 27 (Thu) By this date the Provost will inform the faculty member of the SPE decision. A copy of the decision is also provided to the LPC, Supervisor, and Dean.

VI. Document History

2024-02-26: Document created from *2023-2024 Guidelines for Tenure, Promotion, and Evaluations*

APPENDIX A

UWF INTERFOLIO

Beginning in the fall of 2023, the Division of Academic Affairs will be utilizing Interfolio's Review, Promotion & Tenure (RPT) service to manage submission and review of packets for Tenure, Promotion, Post-Tenure Review, and Sustained Performance Evaluation.

When the new service is live, faculty will no longer submit printed materials ("binders and buckets") but will upload their files into this new digital system. Interfolio will be used for the following application and review processes.

- Tenure
- Promotion to Associate Professor
- Promotion to Professor
- Promotion for Faculty Librarians
- Promotion for Professional/Clinical Practice Positions
- Promotion for Lecturer, Instructor, and Research Associate Positions
- Post-Tenure Review
- Sustained Performance Evaluation for Library Faculty

Please visit the [UWF Interfolio](#) webpage for more details, including how to access this new system.