

**MEMORANDUM**

**DATE:** August 17, 2015

**TO:** Deans

**FROM:** Gary Perry, Provost and  
Vice President for Academic Affairs



**SUBJECT: Policy on Evaluation of Eminent Scholars (Replaces Provost's Memorandum 2007-02)**

**PURPOSE:**

In 1979, the Florida Legislature passed the *Florida Endowment Trust Fund for Eminent Scholars Act* to provide State funds to match private donations to create endowments for selected Eminent Scholars to occupy chairs within the State University System. The goals were to encourage private support of the State University System and to enhance scholarly work in the State University System through the use of these funds to attract eminent scholars accomplished in their field. This program has resulted in the establishment of 17 Eminent Scholar Chairs at Florida Atlantic University

In 1987, Florida Atlantic University adopted a procedure for the evaluation of Eminent Scholars in response to a Board of Regents (BOR) mandate. Those guidelines were to become part of the Program Review process in place at the time and became known as the five-year review. As part of the devolution of the BOR and under the direction of the Florida Board of Governors (BOG), the Program Review process underwent revision and it became necessary to review the evaluation procedures for Eminent Scholars as well.

**POLICIES AND PROCEDURES:**

Annual Evaluation

Eminent Scholars are generally tenured faculty holding the rank of Professor. Like all faculty, Eminent Scholars are to be evaluated annually. The annual evaluation shall be conducted by the Dean or designee, in consultation with the chair of the department/director of the school where appropriate. The annual performance evaluation shall be based on assigned duties and shall consider, where applicable, teaching effectiveness; contribution to the discovery of new knowledge and other forms of creative activity; program development; public service; and the ability to attract other kinds of funding/support to the university. As Eminent Scholars, it is anticipated that they will maintain a national and international reputation as judged by peers in their field.

### Period Evaluation

Periodic evaluations of Eminent Scholars are independent from annual evaluations, post-tenure reviews/sustained performance evaluations, and any other evaluation. A periodic in-depth evaluation of each Eminent Scholar is to be conducted as early as the third year of the appointment and no later than during the fifth year after the initial appointment, and during specified intervals of no longer than five years thereafter. If the Eminent Scholar's performance is judged not to meet the university's expectations for two consecutive years, the Dean may begin the process for a more in-depth periodic evaluation involving external reviewers prior to the previously specified timeline. The purpose of the periodic in-depth performance evaluation is to evaluate the success of each Eminent Scholar in achieving the purpose of the program as set forth in law. The purpose of the Florida Atlantic University Eminent Scholar Program is to: 1) assure that the university in-residence outstanding scholars in designated disciplines exemplify distinction and leadership in scholarship and, 2) assure the students of Florida Atlantic University access to distinguished scholars.

### Procedure for Period Review of Eminent Scholars

- A. During the academic year preceding the Periodic Review (i.e., the fourth year of an appointment in preparation for a Periodic Review in the fifth year), the Dean will meet with the Eminent Scholar and discuss plans and procedures for the Periodic Review.
- B. The Periodic Review of Eminent Scholars will be conducted by an Eminent Scholar Review Committee appointed and charged by the Dean of the College. The committee will be comprised of five persons and may include: 1) an Eminent Scholar from another college; 2) faculty with exemplary records of scholarship from the college of residence; 3) faculty with exemplary records of scholarship from another college; 4) a committee chair from within the resident college chosen by the Dean; 5) an outside consultant with expertise in the field of the Eminent Scholar.
- C. The Eminent Scholar will be evaluated in the context of the purpose of the Eminent Scholar Program, as stipulated above. This will include evaluation of access to students and of scholarly and creative activity and other contributions to the University. External off-site reviewers may be consulted to assess the continued national and international prominence of the Eminent Scholar. It is expected that the review Committee will be provided necessary documentation in the form of annual evaluations, vitae, reprints, or other requested materials as needed for conducting the review.
- D. The Eminent Scholar Review Committee will submit an evaluative report to the Dean of the College, including a recommendation on reappointment.
- E. The Eminent Scholar may respond to the report written by the Review Committee and this response is shared with the Dean prior to the Dean's recommendation on reappointment. This response would be included in the portfolio and recommendation that goes to the Provost.

F. The Dean of the College will provide the University Provost an evaluative report, including a recommendation on reappointment.

Cc: Diane Alperin, Vice Provost  
Academic Affairs

Eminent Scholars