Louisiana State University of Alexandria

OFFICE OF THE CHANCELLOR
LOUISIANA STATE UNIVERSITY OF ALEXANDRIA

SUBJECT: ANNUAL PERFORMANCE EVALUATION OF VICE CHANCELLORS, DEANS, DEPARTMENT CHAIRS, NON-CLASSIFIED (PROFESSIONAL AND ADMINISTRATIVE) AND NON-TEACHING ACADEMIC PERSONNEL

PURPOSE: To develop and maintain a system for the performance evaluation of professional, administrative and non-teaching, academic personnel, whereby, through use of a formal evaluation device and consultation between employee and immediate supervisor, improvement goals may be established and performance below minimum accepted standards identified.

GENERAL POLICY

1. Each person in a non-classified position will be evaluated annually by his/her supervisor using the Evaluation of Non-Classified Personnel Form.

2. Results of the evaluation are to be presented to each employee in a private conference by the supervisor and a discussion held on the contents. Should the employee disagree with the results of the evaluation, the person is invited to present a written statement to also be included in the permanent personnel record.

3. All persons holding professional and non-teaching academic appointments, including those who hold concurrent administrative and faculty appointments, such as vice chancellors, deans, and department chairs, will be included in the evaluation process under PS 203 for those segments of their duties which are associated with administrative appointments. Direct professorial functions are not to be included as part of the evaluation and are covered under PS 202 and associated university policies.

4. The main focus of evaluation will be on performance improvement, using each criterion as a standard with which to examine performance, and to identify strengths and weaknesses. An important aim of the system will be identification by the employees of improvement goals. Salary is not a part of this evaluation; however, each employee should recognize the role that evaluation plays in assigning merit salary increases.

5.   The completed evaluation form on each employee will become a permanent part of his/her personnel file. Therefore, the supervisor has a responsibility to ensure the evaluations are uniformly applied, fair, accurate and relevant. Evaluation forms must be signed and dated by the employee and the immediate supervisor. Statements disagreeing with the evaluation must likewise be signed and dated by both parties. Evaluations will PS 203, Revision 4 (continued) 203-2 be the basis of personnel decisions which must bear scrutiny by both university and governmental authorities.

6.   Each non-classified employee who supervises five or more people will be evaluated annually by those he/she supervises using the Evaluation of LSUA Administrators by Faculty/Staff form. All faculty and staff shall have the opportunity to evaluate the Chancellor and Vice Chancellors. The results of evaluations of administrators by subordinates will be submitted to the administrator's immediate supervisor as well as to the person being evaluated. In years when the Evaluation of LSUA Administrators by Faculty/Staff is done, the supervisor should review the results prior to completing the Evaluation of Non-Classified Personnel Form. All evaluations should be objective assessments of the administrator's performance based on the appropriate job description.

Louisiana State University of Alexandria

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Department Chair Evaluation Form (Revised 11 09 20)
Academic Year _____

This review is intended to provide an evaluation that will lead to improved administrative performance. Strengths as well as areas of improvement should be identified. While explanations of ratings are always useful, ratings falling at the Strongly Disagree level of 1 as well as the Strongly Agree level of 5 require explanation.

Name of chairperson being reviewed: _____

Frequency of contact with chairperson: _____

Date of review: _____

Rate your chairperson in the following areas and select the appropriate number.

I. Leadership
A. Fosters good teaching and research
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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B. Communicates departmental needs effectively
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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C. Improves departmental image
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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D. Attempts to meet individual faculty needs
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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II. Management Ability
A. Delegates effectively

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

B. *Makes appropriate decisions*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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C. *Handles administrative responsibilities efficiently and in a timely fashion*

(1 – Strongly Disagree, 2 – Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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D. *Plans for change*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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III. Communication Skills
A. *Shares appropriate information with faculty*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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B. *Consults the faculty*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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C. *Welcomes faculty ideas*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

D.   Explains decisions to faculty

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
○ 1   ○ 2   ○ 3   ○ 4   ○ 5
Comments: _____

E.   Confers appropriate credit for jobs well done

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
○ 1   ○ 2   ○ 3   ○ 4   ○ 5
Comments: _____

F.   Communicates an understanding of administrators' expectations

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
○ 1   ○ 2   ○ 3   ○ 4   ○ 5
Comments: _____

IV. Personal Relations
A.   Works well with others by building positive relationships with external stakeholders

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
○ 1   ○ 2   ○ 3   ○ 4   ○ 5
Comments: _____

B.   Handles conflict appropriately

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
○ 1   ○ 2   ○ 3   ○ 4   ○ 5
Comments: _____

C.   Listens to all views

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
○ 1   ○ 2   ○ 3   ○ 4   ○ 5

Comments: _____

_____

D.   Displays positive relationships with the department faculty, staff, and students

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

V. Fairness
A. Treats faculty, staff, and students equally and equitably
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

B. Demonstrates consistency
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

C. Understands individual strengths and weaknesses of faculty
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

VI. Budget and Resources
A. Provides faculty adequate information concerning the development and expenditure of the departmental budget
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

B. Encourages submission of proposals for external/internal funds, grants, and/or fellowships which will benefit the department and the university
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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Louisiana State University of Alexandria

VII. Academics

A. Promotes quality teaching through compliance of appropriate departmental and university policies
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)

O 1   O 2   O 3   O 4   O 5

Comments: _____

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VIII. Overall Evaluation

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)

O 1   O 2   O 3   O 4   O 5

Comments: _____

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IX. Other Comments

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Louisiana State University of Alexandria

Administrator Evaluation Form (Revised 11 09 20)
Academic Year _____

This review is intended to provide an evaluation that will lead to improved administrative performance. Strengths as well as areas of improvement should be identified. While explanations of ratings are always useful, ratings falling at the Strongly Disagree level of 1 as well as the Strongly Agree level of 5 require explanation.

Name of administrator being reviewed: _____

Frequency of contact with administrator:_____

Date of review: _____

Rate your administrator in the following areas and select the appropriate number.

I. Leadership
A. Fosters good work environment.
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

B. Communicates budget unit's needs effectively
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

C. Improves university's image
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

D. Attempts to meet individual employee's needs
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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II. Management Ability
E. Delegates effectively

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

F. *Makes appropriate decisions*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

_____

_____

G. *Handles administrative responsibilities efficiently and in a timely fashion*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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H. *Plans for change*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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III. Communication Skills
G. *Shares appropriate information with employees*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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H. *Consults the employees*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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I. *Welcomes employee ideas*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

J. *Explains decisions to employees*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

K. *Confers appropriate credit for jobs well done*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

L. *Communicates an understanding of the senior administration's expectations*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

IV. Personal Relations
E. *Works well with others by building positive relationships with external stakeholders*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

F. *Handles conflict appropriately*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

G. *Listens to all views*

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5

Comments: _____

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H.   Displays positive relationships with the department employees

(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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V. Fairness
A. Treats employees equally and equitably
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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B. Demonstrates consistency
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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C. Understands individual strengths and weaknesses of employees
 (1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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VI. Budget and Resources
A. Provides employees adequate information concerning the development and expenditure of the departmental budget
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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B. Encourages submission of proposals for external/internal funds, grants, and/or fellowships which will benefit the department and the university
(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)
O 1   O 2   O 3   O 4   O 5
Comments: _____

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VII. Overall Evaluation
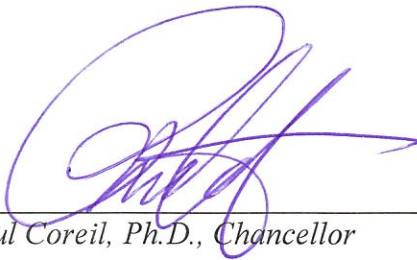(1 = Strongly Disagree; 2 = Somewhat Disagree; 3 = Neither Agree or Disagree (Neutral);
4 = Somewhat Agree; 5 = Strongly Agree)

○ 1   ○ 2   ○ 3   ○ 4   ○ 5

Comments: _____

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VIII. Other Comments

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APPROVED: _____   11/23/2020

Paul Coreil, Ph.D., Chancellor   Date