
SUBJECT: Annual Evaluation of Administrators

Administrators are evaluated annually as a means of improving administrative effectiveness and leadership capability.

Annual evaluations for administrators with five or more professional employees (as determined by EEO-6 category 03 "Other Professionals") are completed by faculty and/or professional staff and/or division head secretaries who have been employed for at least four months at their current position under the administrator being evaluated. Faculty evaluating administrators must have been employed with an instructional load of at least 50% for that period.

1. Annual evaluations will be completed within three months of onset of the evaluation process and in accordance with the following calendar:
 - a. 4th week of the spring semester: The Chancellor's Office announces the availability of the online evaluation survey.
 - b. Faculty, professional staff, and divisional administrative assistants have two weeks to complete the online assessment.
 - c. Received by the Chancellor by mid-March: The Office of the Chancellor receives the data. Information will be forwarded to the Chancellor, the appropriate vice-chancellor, and the administrator being evaluated.
 - d. By the end of March a meeting will be scheduled: The Chancellor and/or vice chancellor meets with faculty/professional staff and/or divisional administrative assistants to discuss concerns, comments, and data reflected in the evaluation.
 - e. The entire process to be completed by mid-April: The Chancellor and/or vice chancellor meets with the administrator to discuss faculty/professional staff and/or divisional administrative assistants' evaluations as well as the vice chancellor's evaluation of the administrator.

Annual evaluations are conducted on the standard LSU Eunice Faculty/Professional Staff Evaluation of Administrator survey. This survey will reflect a summary of the numerical data in the following areas:

1. Personal Characteristics
2. Administrative Leadership and Planning
3. Work Efficiency
4. Human Relations
5. General
6. Overall Rating

In addition, the survey provides an area for comments. The Office of the Chancellor receives all numerical data from the evaluation instrument and include these results on a summary sheet with the exact comments typed. The data will be placed in the administrator's personnel file. An additional evaluation of each administrator will be done by the appropriate vice chancellors.

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48 The Vice Chancellor for Academic Affairs will be evaluated by the Academic Council using the
49 same criteria. The results of the numerical data and typed comments will be forwarded to the
50 Chancellor and vice chancellor. The Chancellor will meet with the Academic Council to discuss
51 comments and concerns. Following the meeting with the Academic Council, the Chancellor will
52 conference with the academic vice chancellor. The data will be placed in the vice chancellor's
53 personnel file.

LSU Eunice

Faculty/Professional Staff/Division Head Secretary Evaluation of Administrator

Please note that the electronic and paper forms of this document are identical.

Academic Year _____

Instructions: You are asked to rate the administrator named below on the scale indicated. Your comments and individual ratings will remain anonymous. The average responses of all involved in the evaluation will be cumulated into a single report. Read the items carefully and objectively. Decide which of the possibilities best describes the administrator over the past year. Place the number corresponding to your choice on the scannable or electronic form. Please return the completed form to the Office of the Chancellor by _____.

Name of person being rated/position

I. Personal Characteristics

1. Possesses general knowledge of LSU Eunice policies and procedures.
(5) Very Broad (4) Fairly Broad (3) Limited (2) Very Limited (1) Lacking
2. Possesses specific knowledge necessary for the position.
(5) Very Broad (4) Fairly Broad (3) Limited (2) Very Limited (1) Lacking
3. Welcomes differences in viewpoint.
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
4. Inspires enthusiasm.
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
5. Is trustworthy and reliable in dealing with confidential material.
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

II. ADMINISTRATIVE LEADERSHIP AND PLANNING

6. Promotes teamwork whenever possible.
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
7. Encourages faculty/staff participation in management procedures when possible.
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
8. Inspires personnel to independent creative work.
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

9. Is alert to recognize or devise useful innovations.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

10. Effectively establishes priorities.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

11. Effectively resolves conflict.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

12. Delegates duties effectively.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

13. Evaluates faculty/staff fairly and appraises faculty/staff of strengths and weaknesses.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

14. Manages budget and fiscal matters effectively.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

15. Makes effective effort for professional growth of personnel.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

16. Recruits and employs as capable personnel as possible.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

III. WORK EFFICIENCY

17. Works hard.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

18. Conducts work as expeditiously as possible.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

19. The essential work of the position is completed on time.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

IV. HUMAN RELATIONS

20. Compliments and thanks personnel appropriately and sincerely.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

21. Actively seeks to advise and assist personnel.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

22. Possesses insight into the professional problems and workload details of his/her personnel.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

23. Treats faculty/staff in a fair and equitable manner.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

24. Contributes positively to the general morale of the personnel.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

25. Interacts with faculty/staff in a professional manner.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

V. GENERAL

26. Works to enhance the image of the college in general.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

27. Actively supports the LSU Eunice mission.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

28. Exhibits initiative and resourcefulness.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

29. Keeps abreast of major issues and innovations related to the position.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

30. Communicates effectively.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

31. Listens effectively.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

32. Acknowledges and learns from mistakes.

(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

33. My overall rating of this administrator is:

(5) Outstanding (4) Good (3) Fair (2) Poor (1) Unacceptable

Administrator Name _____

**COMMENTS FROM FACULTY, PROFESSIONAL STAFF, AND/OR DIVISION HEAD
SECRETARIES WILL BE COMPILED AND PRESENTED ANONYMOUSLY.**

PLEASE ADDRESS SPECIFIC COMMENTS BELOW:

- I. Administrative Leadership and Planning:
- II. Work Efficiency:
- III. Human Relations:
- IV. General:

**Special comments that explain what influenced any extremely positive or negative
responses which will assist administrator in the evaluation process:**

Recommendations or suggestions to assist administrator in planning for the future.