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POLICY STATEMENT 64
CONSULTATION WITH FACULTY/STAFF IN ADMINISTRATIVE PERFORMANCE
REVIEW

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POLICY DIGEST

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Monitoring Unit: Human Resources
Initially Issued: December 3, 1996
Last Revised: November 4, 2020

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I. PURPOSE

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This policy seeks to assure that communication takes place, between administrators and their faculty/staff constituencies that will help improve administrative effectiveness and leadership capability.

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Like other LSU Eunice personnel, administrators will undergo an annual review process of administrative responsibilities. The process will result in a written report, including the primary supervisor's evaluation of the administrator's job performance and summary of faculty/staff survey results.

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II. POLICY COVERAGE

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Annual evaluations for administrators with five or more professional employees (as determined by EEO-6 category 03 "Other Professionals") are completed by faculty and staff 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.

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III MAIN PROVISION

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For each administrator undergoing evaluation, the review process will include a systematic consultation and communication between the primary supervisor and the faculty/staff within the administrator's unit. The primary supervisor will collect, consider, and incorporate in the evaluation the pertinent observations and opinions of the eligible faculty/staff.

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In drawing conclusions, the primary supervisor will give due consideration to the degree of representativeness of faculty/staff opinions that are obtained, and also to the importance and merits of minority views. The primary supervisor will be held responsible for guarding the right of each individual to keep his or her input confidential.

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IV EVALUATION PROCEDURE

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Administrative evaluations will be completed annually during the spring academic semester in accordance with the following procedure:

- 39 A. Human Resources announces the availability of the online evaluation survey.
- 40 B. Faculty/Staff within the administrator's unit will be provided two weeks to complete the
41 online assessment.
- 42 C. After the survey is closed, a summary of survey results will be made available to the
43 Chancellor and primary supervisor.
- 44 D. By the end of April, the primary supervisor will meet with the administrator's unit to
45 discuss concerns, comments, and data reflected in the evaluation.
- 46 E. By the last day of spring classes, the primary supervisor will meet with the administrator
47 to discuss the evaluation, survey results, and the Chancellor's evaluation of the
48 administrator.
- 49 F. The entire process to be completed by the end of finals week in the spring semester.

50 The faculty/staff survey conducted during an administrative performance review will address
51 performance in the following areas:

- 52 A. Knowledge, Skills, and Abilities
- 53 B. Leadership and Planning
- 54 C. Communication & Interpersonal Skills
- 55 D. Personnel & Management
- 56 E. Financial Management & External Relations
- 57 F. Overall Rating

58 In addition, the survey provides an area for comments. Each administrator will receive a written
59 report summarizing survey results. The summary will include statistical analysis of data from the
60 evaluation instrument and an overall summary of comments that will be coded to maintain
61 confidentiality. The survey report will be placed in the administrator's personnel file. An
62 additional evaluation of each administrator will be done by the appropriate vice chancellor.

63 The Vice Chancellor for Academic Affairs will be evaluated by all direct reports and members of
64 Academic Council using the same criteria.

65 Note that some members of the administrative team are direct reports to the Chancellor and will
66 also be evaluated by the Chancellor with the data being placed in the administrator's personnel
67 file.

68 **V. ACCOUNTABILITY MEASURES**

69 In order to help improve administrative effectiveness and leadership capability, the supervisor
70 and employee will work together to develop a performance improvement plan during the
71 performance evaluation process to specifically address any performance issues and/or
72 deficiencies identified in the review process. The plan should include but is not limited to the
73 following:

- 74 A. Information on what constitutes acceptable performance and how the employee's
75 current performance does not meet these expectations. Specific example should be
76 included.
- 77 B. Establish specific and measurable objectives that are achievable, relevant and time-
78 bound.
- 79 C. Discuss what management will do to assist the employee in achieving these goals such
80 as increased resources, training, and/or coaching.
- 81 D. Schedule one on one meetings to discuss progress with the employee.
- 82 E. Clearly stated consequences for the employee not meeting objectives outlined in the
83 plan.