

Policy and Procedures for the Evaluation of University Administrators

Purpose of Policy

Evaluation of University Administrators: In order to promote systematic analysis for the improvement of the institution the following evaluation system for the performance assessment of university administrators has been established at Southeastern Louisiana University. In addition, State law, as well as institutional policy and policies of the University Of Louisiana System Board Of Supervisors, requires the performance of all employees to be evaluated on at least an annual basis.

Generally, the purpose of evaluation of university administrators is to assess the quality and substance of administrative performance in the context of the University's mission, vision, and strategic goals. Given that the role of a university administrator is complex, diverse, and at times difficult, the evaluation must reflect the role and scope of administrative duties and expectations while fostering a positive climate for growth in professional competence and leadership.

PROCEDURES FOR THE EVALUATION OF THE PRESIDENT

Evaluation of the President will be performed at the University of Louisiana System level with campus input. Pursuant to Chapter III, Section IV, Part D, of the Rules of the University of Louisiana System Board of Supervisors, "The performance of the institution presidents shall be individually evaluated on a regular basis according to a process approved by the Board."

As part of the current process, the President annually provides information to the University of Louisiana System Office regarding "Goals and Accomplishments" and "Challenges and Opportunities" as well as information to address performance metrics specified by the President of the University of Louisiana System. Additionally, a campus evaluation survey is distributed to the following individuals: Vice Presidents and Assistant Vice Presidents; Deans; campus-level Directors (e.g., athletic director, director of alumni association); direct reports not previously identified (i.e., executive assistant, special committee appointments, etc.); SGA President; and Faculty Senate President.

A more comprehensive 360 review is conducted triennially and includes on-campus interviews by the System President with key campus and community stakeholders.

PROCEDURES FOR THE EVALUATION OF THE VICE PRESIDENTS

Evaluation of the Vice Presidents will be performed on an annual basis in a manner similar to the President's evaluation described above.

Performance Goals and Indicators

Each Vice President will outline yearly individual performance goals and specific performance indicators reflective of long-term goals for his or her respective division and in accordance with the University's mission and strategic plan. Each Vice President will meet with the President to review these goals.

Following each academic year, each Vice President will document progress made in accomplishing the goals established for their respective division. Each Vice President will meet with the President to review these accomplishments.

Vice President's Annual Evaluation Form

The Vice President's Annual Evaluation Form contains rating scale items and an open-ended question which pertain to the general performance and responsibilities of the Vice Presidents. Each Vice President may include up to five additional items for evaluation appropriate to the specific roles and functions of that individual. Technical assistance and preparation will be provided by the Office of Institutional Research.

During the spring semester, the Vice President's Annual Evaluation Form (one for each Vice President) will be completed by faculty, staff, students, and others as specified in the following section of this policy.

Technical support will be provided by the Office of Institutional Research for distribution, collection and analysis of data. Narrative comments will be compiled verbatim by the Office of Institutional Research. Responses on the Vice President's Annual Evaluation Form will be analyzed using descriptive statistics. The compilation of verbatim results as well as descriptive statistics will be sent to each Vice President and the President.

Persons to Complete the Vice Presidents' Annual Evaluation Forms

The following persons will evaluate the Provost through completion of the Annual Evaluation Form:

1. Other Vice Presidents
2. Deans of the Academic Colleges, Director of the Library
3. Staff reporting directly to the Provost based on the most current organizational chart
4. Five (5) randomly selected department heads from a list of 13 names supplied by the Provost each year
5. Ten (10) randomly selected faculty from a list of 30 names supplied by the Provost each year
6. Five (5) randomly selected unclassified employees from a list of 10 names supplied by the Provost each year and five (5) randomly selected classified employees from a list of 10 names supplied by the Provost each year, excluding those in #2, #3, #4, and #5 above

The following persons will evaluate the Vice President for Administration & Finance through completion of the Annual Evaluation Form:

1. Other Vice Presidents
2. Deans of the Academic Colleges, Director of the Library
3. Staff reporting directly to the Vice President based on the most current organizational chart
4. Five (5) randomly selected faculty and department heads from a list of fifteen (15) names supplied by the Vice President each year
5. Five (5) randomly selected unclassified employees from a list of fifteen (15) names supplied by the Vice President each year, outside of the Division
6. Five (5) randomly selected unclassified employees and five (5) randomly selected classified employees from within the Division, excluding those in #3

The following persons will evaluate the Vice President for Student Affairs through completion of the Annual Evaluation Form:

1. Other Vice Presidents
2. Deans of the Academic Colleges, Director of the Library
3. Staff reporting directly to the Vice President based on the most current organizational chart
4. Five (5) randomly selected faculty and department heads from a list of fifteen (15) names supplied by the Vice President each year
5. Five (5) randomly selected unclassified employees from a list of fifteen (15) names supplied by the Vice President each year, outside of the Division
6. SGA officers and cabinet members
7. Ten (10) randomly selected student leaders (other than SGA) from a list of 30 names supplied by the Vice President each year
8. Five (5) randomly selected unclassified employees and five (5) randomly selected classified employees from within the Division, excluding those in #3 above

The following persons will evaluate the Vice President for University Advancement through completion of the Annual Evaluation Form:

1. Other Vice Presidents
2. Deans of the Academic Colleges, Director of the Library
3. Staff reporting directly to the Vice President based on the most current organizational chart
4. Three (3) randomly selected faculty and department heads from a list of ten (10) names supplied by the Vice President each year
5. Three (3) randomly selected unclassified employees from a list of ten (10) names supplied by the Vice President each year, outside of the Division
6. One (1) randomly selected unclassified employee and one (1) randomly selected classified employee from within the Division, excluding those in #3 above
7. Executive Committee, Foundation Board
8. Executive Committee, Alumni Association Board

Evaluation Review and Report

Following collection and tabulation of the Annual Evaluation Forms, each Vice President will meet with the President to discuss achievement of yearly goals and how they help meet the University's long-range strategic goals, and the results of the Vice President's Annual Evaluation Form. The President will write a brief summary of the evaluation for each Vice President. The summaries of these evaluations will be maintained by the President's office in the personnel folder of each Vice President.

PROCEDURES FOR THE EVALUATION OF ACADEMIC DEANS

The Provost and Vice President for Academic Affairs is responsible for completing a performance evaluation of the academic deans. Each dean will submit a self-evaluation as well as three names in each of three categories: peer, subordinate, and customer. These nine individuals will evaluate and comment upon the dean's performance in such areas as communication, decision-making, planning and organizing, operations/actions, problem solving, and collegial relationships. An anonymous survey will also be sent to all full-time faculty in each college so that they can assess and comment upon the dean's performance in similar areas. Based upon these instruments and his/her own observations, the Provost will evaluate each dean and then meet with them individually to discuss the results. Each dean will receive a copy of the Provost's written evaluation as well as the summaries of the quantitative and qualitative data from the surveys.

PROCEDURES FOR THE EVALUATION OF ACADEMIC DEPARTMENT HEADS

Deans are responsible for completing a performance evaluation of the department heads. Each department head will submit a self-evaluation as well as three names in each of three categories: peer, subordinate, and customer. These nine individuals will evaluate and comment upon the department head's performance in such areas as communication, decision-making, planning and organizing, operations/actions, problem solving, and collegial relationships.

In addition, on or before March 15, the dean shall initiate an annual evaluation (procedure and format to be jointly recommended by the Council of Department Heads and Faculty Senate) of department heads by full-time faculty within each department. Faculty participation shall be voluntary. The annual evaluation shall include a section at the end of the objective criteria to provide each faculty member the opportunity, if he/she so chooses, to make narrative comments.

Based upon these instruments and his/her own observations, the dean shall write an annual evaluation of each department head and discuss that evaluation during a year-end conference. This evaluation, with any amendments agreed to by the dean and department head, shall be given to the department head and to the Provost. At the time of the conference, the dean shall also make available to the department head summaries of the quantitative and qualitative data from the surveys.

PROCEDURES FOR THE EVALUATION OF OTHER ADMINISTRATORS

All unclassified employees serving in other administrative roles will be evaluated annually by their supervisors. While supervisors may develop evaluation procedures that are unique and appropriate in particular circumstances, evaluations must be in writing and should reflect a thorough evaluation of the performance of the administrator based on his/her job duties and responsibilities in the context of contribution to the mission and strategic priorities of the university and particular division. Supervisors are encouraged to utilize evaluation procedures similar to those for the President and Vice Presidents which take into consideration feedback and observations from stakeholders who regularly interact with the administrator being evaluated.

[End of Policy]