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

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**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

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 periodically 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 AT ALEXANDRIA  
EVALUATION OF NON-CLASSIFIED PERSONNEL  
Spring 2004**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

	Exceptional	Competent	Needs Improvement	Unable to Judge/N.A.
■ 1. Accepts responsibility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 2. Meets responsibilities effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 3. Informs supervisor of activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 4. Plans, organizes, and establishes work priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 5. Is effective at communicating verbally and in writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 6. Is effective at meeting deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 7. Is able to solve problems and make sound decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 8. Works effectively and efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 9. Delegates effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 10. Is receptive to new ideas and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 11. Is innovative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 12. Shows initiative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 13. Is dedicated to the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 14. Exhibits objectivity, consistency, and fairness in decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 15. Exhibits professionalism in university-related matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 16. Shows consideration for others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 17. Solicits input from others as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 18. Works effectively with others to achieve university goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 19. <b>OVERALL JOB PERFORMANCE</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Evaluation is continued on the back*

Goals for the coming year(s):

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Supervisor's Signature                      Date

**EVALUATION OF LSUA ADMINISTRATORS BY FACULTY/STAFF**

*Administrator's Name:*

*Department:*

*Administrator's Title:*

*Date:*

For each item below, rate the administrator by darkening completely the circle corresponding to your response. USE NO. 2 PENCIL OR BLUE OR BLACK INK ONLY.

	Exceptional	Competent	Needs Improvement	Unable to Judge/N.A.
■ 1. Meets responsibilities effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 2. Plans, organizes and establishes work priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 3. Is effective at communicating verbally and in writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 4. Makes sound personnel decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 5. Is able to solve problems and make sound decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 6. Delegates effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 7. Is receptive to new ideas and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 8. Is innovative and shows initiative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 9. Is dedicated to the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 10. Exhibits objectivity, consistency, and fairness in decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 11. Exhibits professionalism in university-related matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 12. Shows consideration for others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 13. Solicits input from others as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 14. Works effectively with others to achieve university goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 15. Overall contribution to the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
■ 16. <b>OVERALL JOB PERFORMANCE</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>