
**UNIVERSITY OF NEW ORLEANS
OFFICE OF THE CHANCELLOR**

Administrative Policy and Procedure
A.P. 3.0
Effective Date: October 4, 2006

SUBJECT: Evaluation of University Administrators

PURPOSE: To improve institutional performance and effectiveness as well as strengthen leadership and management skills through a comprehensive review of goals and objectives.

GENERAL POLICY: The University evaluates the effectiveness of its administrators including the Chancellor, Provost and Vice Chancellor for Academic and Student Affairs, Vice Chancellors, Deans and Department Chairs on a regular basis. Although evaluation periods and procedures vary by position and unit, specific guidelines for the evaluation of certain university administrators are listed below:

Chancellor

The Chancellor will be evaluated every three years in accordance with Louisiana State University System [Procedures for the Evaluation of Chancellors](#). Special evaluations may be conducted if deemed necessary by the LSU System President and the LSU Board of Supervisors. Evaluators will include administrators, faculty, staff, students, community representatives and alumni.

Provost and Vice Chancellor for Academic and Student Affairs

The Provost and Vice Chancellor for Academic and Student Affairs will be evaluated every three years based on broad input from faculty, deans, vice chancellors, staff, students, alumni and other university constituents. All faculty will be encouraged to submit written comments to the Vice Chair of the Policy Committee, an elected faculty committee representing the faculty of each college.

In May of each year, the Provost and Vice Chancellor for Academic and Student Affairs will establish goals and objectives for the following academic year. Based on those goals, the Provost and Vice Chancellor for Academic and Student Affairs will develop

measurable objectives for the same time period. In June of each year, the Provost and Vice Chancellor for Academic and Student Affairs will meet with the Chancellor to: (a) refine goals and objectives, and (b) be evaluated with respect to the goals and objectives established in the prior year.

Vice Chancellors

Each Vice Chancellor will be formally evaluated every three years based on the following inputs: (a) results of the annual evaluation with the Chancellor (b) data obtained from a survey of faculty, deans, vice chancellors, staff, students, alumni and other university constituents on services areas and direct responsibilities of the Vice Chancellor.

In May of each year, Vice Chancellors will establish goals and objectives for the following academic year. Based on those goals, each Vice Chancellor will develop measurable objectives for the same time period. In June of each year, each Vice Chancellor will meet with the Chancellor to: (a) refine goals and objectives, and (b) be evaluated with respect to the goals and objectives established the prior year.

Deans

Each Dean will be evaluated every three years based on input from faculty, deans, vice chancellors, staff, students, alumni and other university constituents. The Policy Committee will conduct the reviews of each Dean and will shoulder the responsibilities of (a) developing and fine-tuning the review instrument, and (b) ensuring that the process is timely, confidential and complete.

In May of each year, each Dean will establish goals and objectives for the following academic year. Based on those goals, each Dean will develop measurable objectives for the same time period. In June of each year, each Dean will meet with the Provost and Vice Chancellor for Academic and Student Affairs to: (a) refine goals and objectives, and (b) be evaluated with respect to the goals and objectives established the prior year.

Department Chairs

Department Chairmen are appointed or reappointed upon the recommendation of the Dean of the college and the approval of the Vice Chancellor for Academic Affairs, the Chancellor, the President of the LSU System, and the Board of Supervisors. The maximum term of appointment is three years, with the possibility of renewal. Upon the expiration of a Chair's appointment, the Dean will consult with faculty of the department to determine who will lead the department for the next three year period.

Authority

LSU System Bylaws & Regulations, Chapter 2. APPOINTMENTS, PROMOTIONS, AND TENURE, Section 2

LSU System "Procedures for the Evaluation of Chancellors"

AP 2.7 Departmental Governance—Academic Departments