# Purpose

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

## Authority

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.*

*AP-BA-45.2 – Performance Appraisal Requirements for Classified, Unclassified, and Academic Employees.*

## Definitions

**Committee on the Evaluation of Administrators.** A Faculty Senate committee composed of the Senate President, one Senate member from each college and the Library, and one staff member from the Office of Information Technology. The Committee will conduct the surveys which are part of the evaluation of the Provost, Deans, and Vice Presidents for the Office of Academic Affairs, and surveys of other administrators, as directed by the University President. The Senate President shall accompany the Provost or other administrator to faculty meetings to report the results of such surveys.

## General Policy

The University evaluates the effectiveness of its administrators including the President, Provost and Vice President for Academic Affairs, Vice Presidents, Deans, Department Chairs and Academic Units, Directors and Interim Administrators 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. Evaluations occurring every three years will be scheduled on a rotating cycle so that a specified number will be conducted each academic year.

1. **President**

The President will be evaluated on a regular basis according to a process approved by the University of Louisiana System Board. Currently, the university presidents of the University of Louisiana System are evaluated annually. Specific evaluations may be conducted if deemed necessary by the University
of Louisiana System President and the University of Louisiana System Board of Supervisors. See *University of Louisiana System Bylaw C-III, Section IV D: Evaluation of Presidents*.

2. Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs will be formally evaluated annually by the President. Every three years input from appropriate faculty, deans, vice presidents, staff, students, alumni and other university constituents will be gathered via survey to assist the evaluation process. The Committee on the Evaluation of Administrators will conduct the survey of the Provost and will shoulder the responsibilities of (a) developing and fine-tuning the survey instrument, and (b) ensuring that the process is timely, confidential and complete.

3. Vice Presidents

Each Vice President will be formally evaluated annually by the President. Every three years input from appropriate faculty, deans, vice presidents, staff, students, alumni and other university constituents will be gathered via survey to assist the evaluation process. The Committee on the Evaluation of Administrators will conduct the survey of each Vice President and will shoulder the responsibilities of (a) developing and fine-tuning the survey instrument, and (b) ensuring that the process is timely, confidential and complete.

4. Deans

Each Dean will be formally evaluated annually by the Provost and Vice President for Academic Affairs. Every three years input from appropriate faculty, deans, vice presidents, staff, students, alumni and other university constituents will be gathered via survey to assist the evaluation process. The Committee on the Evaluation of Administrators will conduct the survey of each Dean and will shoulder the responsibilities of (a) developing and fine-tuning the survey instrument, and (b) ensuring that the process is timely, confidential and complete.

5. Department Chairs and Academic Units

Department Chairs and directors of degree-granting units within colleges are appointed or reappointed upon the recommendation of the Dean of the college and the approval of the Provost and Vice President for Academic Affairs, the President, the President of the University of Louisiana 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.

6. Directors

Each Director will be formally evaluated annually by their immediate supervisor. Directors to be evaluated include, but are not limited to, Director of Admissions, Director of Financial Aid, Registrar, Director of Human Resources, Dean of Student Affairs, Director of the Office of Information Technology, Director of Student Health Services, Director of Honors Program, Director of the Graduate School, Director of Interdisciplinary Studies.

The Director of Athletics will be formally evaluated annually by the President. Every three years input
from faculty, deans, vice presidents, staff, students, alumni and other university constituents will be gathered to assist the evaluation process. The Committee on the Evaluation of Administrators will conduct the survey of the director and will shoulder the responsibilities of (a) developing and fine-tuning the survey instrument, and (b) ensuring that the process is timely, confidential and complete.

7. Interim Administrators

Each interim administrator will be formally evaluated annually by their direct supervisor. Should an interim administrator be appointed into a third year, then the Committee on the Evaluation of Administrators will conduct the review of that interim administrator 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.

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