



**THE UNIVERSITY of
NEW ORLEANS**

**ADMINISTERED BY: Office of Vice
President for Business Affairs**

Policy No: AP-BA-40.2

**TITLE: Campus Wide Evaluation of
University Administrators**

**EFFECTIVE DATE: March 28, 2014*
(*Policy Revised, see below)**

CANCELLATION:

REVIEW DATE: Spring 2018

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

Faculty and Administrative Board. The Board operates under the purview of the Faculty Senate. The Board will develop and implement surveys, as directed by the President, that are to be part of the evaluation of the Vice Presidents, or equivalent, and Deans. This process will be initiated at the beginning of the academic semester, at which time the President will provide to the Board a list of individuals to be evaluated. The list will include individuals for whom the current semester represents three years from date of hire or last evaluation. The survey instrument is to be created by mid-semester. Surveys are not an independent evaluation, but rather represent a feedback-gathering mechanism to assist in supervisors’ evaluations. Surveys should be disseminated approximately three weeks following its creation and should be available for respondents for at least three weeks. Surveys are to be developed in collaboration with and, prior to dissemination, approved by the President and Human Resources to ensure no legal or other compliance issues exist.

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 *Faculty and Administrative Board* will conduct the survey of the Provost and will be responsible for: (a) developing the survey instrument, subject to the input of the President and Human Resources, and (b) ensuring that the survey process is timely, confidential and complete. Additionally, survey questionnaires, where departments/divisions permit, are to be standardized to ensure equity in the assessment.

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 *Faculty and Administrative Board* will conduct the survey of each Vice President and will be responsible for: (a) developing the survey instrument, subject to the input of the President and Human Resources, and (b) ensuring that the survey process is timely, confidential and complete. Additionally, survey questionnaires, where departments/divisions permit, are to be standardized to ensure equity in the assessment.

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 *Faculty and Administrative Board* will conduct the survey of each Dean and will be responsible for: (a) developing the survey instrument subject to the input of the President and Human Resources, and (b) ensuring that the survey process is timely, confidential and complete. Additionally, survey questionnaires, where departments/divisions permit, are to be standardized to ensure equity in the assessment.

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. 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 *Faculty and Administrative Board* will conduct the survey of the director and will be responsible for: (a) developing the survey instrument subject to the input of the President and Human Resources, and (b) ensuring that the survey process is timely, confidential and complete. Additionally, survey questionnaires, where departments/divisions permit, are to be standardized to ensure equity in the assessment.

7. Other 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 Students, 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, and Directors of Research Centers and Institutes. These positions are to be assessed through the annual Unclassified Employee Appraisal Policy and Procedures (both fiscal and academic directors).

8. 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 *Faculty and Administrative Board* will conduct the survey of that interim administrator and are responsible for: (a) developing the review instrument subject to the input of the President and Human Resources, and (b) ensuring that the survey process is timely, confidential and complete. Additionally, survey questionnaires, where departments/divisions permit, are to be standardized to ensure equity in the assessment.

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**Policy Updates:
Revisions: 5/20/2017*