

**SUBJECT: Annual Evaluation of Administrators**

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1 Administrators are evaluated annually as a means of improving administrative effectiveness and  
2 leadership capability.

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4 Annual evaluations for administrators with five or more professional employees (as determined by  
5 EEO-6 category 03 "Other Professionals") are completed by faculty and/or professional staff  
6 and/or division head secretaries who have been employed for at least four months at their current  
7 position under the administrator being evaluated. Faculty evaluating administrators must have  
8 been employed with an instructional load of at least 50% for that period.

- 9  
10 1. Annual evaluations will be completed within three months of onset of the evaluation  
11 process and in accordance with the following calendar:  
12  
13 a. 4th week of the spring semester: The Chancellor's Office distributes the evaluation tool  
14 to the appropriate faculty and professional staff.  
15  
16 b. Two weeks from the date evaluation forms were issued: Faculty and/or professional  
17 staff and/or division head administrative assistants evaluate the administrator and  
18 return the evaluation instrument to the Office of the Chancellor.  
19  
20 c. Received by the Chancellor by mid-March: The Office of the Chancellor receives the  
21 data. Information will be forwarded to the Chancellor, the appropriate vice-chancellor,  
22 and the administrator being evaluated.  
23  
24 d. By the end of March a meeting will be scheduled: The Chancellor and/or vice  
25 chancellor meets with faculty/professional staff and/or division head administrative  
26 assistants to discuss concerns, comments, and data reflected in the evaluation.  
27  
28 e. The entire process to be completed by mid-April: The Chancellor and/or vice  
29 chancellor meets with the administrator to discuss faculty/professional staff and/or  
30 division head administrative assistants evaluations as well as the vice chancellor's  
31 evaluation of the administrator.

32  
33 Annual evaluations are conducted on the standard LSU Eunice FACULTY/PROFESSIONAL  
34 STAFF EVALUATION OF ADMINISTRATOR form. This evaluation tool will reflect a summary of  
35 the numerical data in the following areas:

- 36  
37 1. Personal Characteristics  
38 2. Administrative Leadership and Planning  
39 3. Work Efficiency  
40 4. Human Relations  
41 5. General

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42           6. Overall Rating

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44           In addition, the tool provides an area for comments. The Office of the Chancellor receives all  
45 numerical data from the evaluation instrument and include these results on a summary sheet with  
46 the exact comments typed. The numerical data will be placed in the administrator's personnel file,  
47 but the comments will not. An additional evaluation of each administrator will be done by the  
48 appropriate vice chancellors.

49  
50           The Vice Chancellor for Academic Affairs will be evaluated by the Academic Council using the  
51 same criteria. The results of the numerical data and typed comments will be forwarded to the  
52 Chancellor and vice chancellor. The Chancellor will meet with the Academic Council to discuss  
53 comments and concerns. Following the meeting with the Academic Council, the Chancellor will  
54 conference with the academic vice chancellor. The numerical data will be placed in the vice  
55 chancellor's personnel file but the comments will not.

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57           SOURCE:       Approved for implementation by Faculty Council at December 3, 1996, Meeting  
58                            Revision approved by Faculty Council at October 18, 1999, Meeting  
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LSU EUNICE

FACULTY/PROFESSIONAL STAFF/DIVISION HEAD SECRETARY EVALUATION OF  
ADMINISTRATOR

Academic Year \_\_\_\_\_

**Instructions:** You are asked to rate the administrator named below on the scale indicated. Your comments and individual ratings will remain anonymous. The average responses of all involved in the evaluation will be cumulated into a single report. Read the items carefully and objectively. Decide which of the possibilities best describes the administrator over the past year. Place the number corresponding to your choice on the scannable form. Please return the completed form to the Office of the Chancellor by \_\_\_\_\_.

Name of person being rated/position

**I. Personal Characteristics**

1. Possesses general knowledge of LSU Eunice policies and procedures.  
(5) Very Broad (4) Fairly Broad (3) Limited (2) Very Limited (1) Lacking
2. Possesses specific knowledge necessary for the position.  
(5) Very Broad (4) Fairly Broad (3) Limited (2) Very Limited (1) Lacking
3. Welcomes differences in viewpoint.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
4. Inspires enthusiasm.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
5. Is trustworthy and reliable in dealing with confidential material.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

**II. ADMINISTRATIVE LEADERSHIP AND PLANNING**

6. Promotes teamwork whenever possible.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
7. Encourages faculty/staff participation in management procedures when possible.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
8. Inspires personnel to independent creative work.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

9. Is alert to recognize or devise useful innovations.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
10. Effectively establishes priorities.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
11. Effectively resolves conflict.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
12. Delegates duties effectively.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
13. Evaluates faculty/staff fairly and apprises faculty/staff of strengths and weaknesses.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
14. Manages budget and fiscal matters effectively.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
15. Makes effective effort for professional growth of personnel.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
16. Recruits and employs as capable personnel as possible.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

### III. WORK EFFICIENCY

17. Works hard.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
18. Conducts work as expeditiously as possible.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
19. The essential work of the position is completed on time.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

### IV. HUMAN RELATIONS

20. Compliments and thanks personnel appropriately and sincerely.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
21. Actively seeks to advise and assist personnel.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
22. Possesses insight into the professional problems and workload details of his/her personnel.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never
23. Treats faculty/staff in a fair and equitable manner.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

24. Contributes positively to the general morale of the personnel.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

25. Interacts with faculty/staff in a professional manner.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

**V. GENERAL**

26. Works to enhance the image of the college in general.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

27. Actively supports the LSU Eunice mission.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

28. Exhibits initiative and resourcefulness.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

29. Keeps abreast of major issues and innovations related to the position.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

30. Communicates effectively.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

31. Listens effectively.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

32. Acknowledges and learns from mistakes.  
(5) Always (4) Usually (3) Sometimes (2) Seldom (1) Never

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33. My overall rating of this administrator is:  
(5) Outstanding (4) Good (3) Fair (2) Poor (1) Unacceptable

Administrator Name \_\_\_\_\_

**COMMENTS FROM FACULTY, PROFESSIONAL STAFF, AND/OR DIVISION HEAD  
SECRETARIES WILL BE COMPILED AND PRESENTED ANONYMOUSLY.**

**PLEASE ADDRESS SPECIFIC COMMENTS BELOW:**

- I. Administrative Leadership and Planning:
- II. Work Efficiency:
- III. Human Relations:
- IV. General:

**Special comments that explain what influenced any extremely positive or negative responses which will assist administrator in the evaluation process:**

**Recommendations or suggestions to assist administrator in planning for the future.**