



POLICY STATEMENT

NO. 2 08.02

COORDINATED BY: Office of Academic Affairs

EFFECTIVE: October 25, 1978

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REVISED: June 15, 2004

SUBJECT: EVALUATION OF ACADEMIC ADMINISTRATION

I. PURPOSE

To provide for an annual review to evaluate academic administrative performance and to encourage professional growth.

II. POLICY

The focus of this program of evaluation is the improvement of academic administrative services. Annual reviews are used in conjunction with a yearly conference in order that a program of skill enhancement and development may be suggested for each administrator. Although the policy has been established, the precise means of evaluation and the survey questions may evolve. (See also PS 1.09.01)

III. PROCEDURES

- A. Faculty members will evaluate the administrative performance of their chair, their dean, the Provost & VCAA, and the Chancellor. The staff of the Division of Continuing Education and Public Service will evaluate the Dean of that division. Chairs will evaluate their dean, the Provost & VCAA, and the Chancellor, and deans and the professional staff of the Office of Academic Affairs (OAA) will evaluate the Provost & VCAA.
- B. The Office of Academic Affairs, in cooperation with the Faculty Senate and the Deans' Council, will develop the set of questions for each administrative position to be evaluated. The questionnaire will be available for completion during the period of April 15 to May 15 each year. The administration of the questionnaires is to provide confidentiality of the responses.
- C. The results of the questionnaire for each position will be summarized and together with any comments will comprise the performance report. The performance report of each chair will be given to the chair, the dean, the Provost & VCAA, and the Chancellor. The performance report of each dean will be given to the dean, the Provost & VCAA and the Chancellor. The results of the evaluation of the Provost

& VCAA will be given to the Provost & VCAA and to the Chancellor. The results of the faculty evaluation of the Chancellor will be given to the Chancellor and will be forwarded by the Chancellor to the President of the LSU System.

- D. Annually during June, each academic administrator will be evaluated by his/her supervisor. Each supervisor will consider all appropriate indicators of performance, including the summary of the faculty survey.

AUTHORIZED Stuart E. Mills Date 6-16-04
Provost and Vice Chancellor
for Academic Affairs

APPROVED Vincent J. Marsala Date 6-16-04
Chancellor