



**POLICY STATEMENT**

**NO. 02.08.03**

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**COORDINATED BY: Office of Academic Affairs**

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**SUBJECT: EVALUATION OF ACADEMIC ADMINISTRATION**

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**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 Department Chair, their College Dean, the Provost & Vice Chancellor for Academic Affairs, and the Chancellor. Chairs will evaluate their College Dean, the Provost & VCAA, and the Chancellor, and College Deans and the professional staff of the Office of Academic Affairs (OAA) will evaluate the Provost & VCAA.

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- 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 Department Chair will be given to the Department Chair, their College Dean, the Provost & VCAA, and the Chancellor. The performance report of each College Dean will be given to the College Dean, the Provost & VCAA, and the Chancellor. The performance report of the Provost & VCAA will be given to the Provost & VCAA and to the Chancellor. The performance report 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 July, 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 BY:**

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*Helen C. Taylor*  
 Helen C. Taylor  
 Provost & Vice Chancellor for Academic Affairs  
 09/02/2020  
 Date

**APPROVED BY:**

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This policy was written, approved and published in accordance with LSU Shreveport General Policy **1.01.02 Policy Manual** published at [http://www.lsus.edu/facultystaff/policies/pdf\\_files/1.01.02.pdf](http://www.lsus.edu/facultystaff/policies/pdf_files/1.01.02.pdf).