

**THE UNIVERSITY OF LOUISIANA AT LAFAYETTE  
ANNUAL PERFORMANCE EVALUATION**

Evaluation Period: 1 January - 31 December \_\_\_\_\_  
(year)

Name \_\_\_\_\_

Department \_\_\_\_\_

Rank \_\_\_\_\_

College \_\_\_\_\_

**Directions.** This form is to be completed by the department head or unit director, with reference to the work load policies and the descriptions of an "ideal" faculty member found in the *Faculty Handbook*. Weights used in the evaluation need not correspond to the distribution of work load units earned in the various components of faculty activities. In each area, the department head or unit director must provide evaluative comments rather than summaries of activities; it is particularly important to note areas of strong performance and areas in which improvements are needed.

Component	Evaluative Comments, Strengths/Weaknesses
<b>Instruction</b> Teaching formal credit courses, including thesis/dissertation courses {Weight _____}	
<b>Research and Scholarship</b> Basic or applied research, performance, and professional or University development {Weight _____}	
<b>Advising and Student Life</b> Formal advising and other work that enhances the educational experiences of students {Weight _____}	
<b>Service</b> Service consistent with college policy such as active membership on department, college, or university committees; significant involvement with professional organizations; or contributions to the University's role in community development {Weight _____}	
<b>Administration</b> Applicable only to faculty members with formal administrative appointments {Weight _____}	

**Category Recommendations**

\_\_\_\_\_, Unit Head/Director  
 \_\_\_\_\_, Dean  
 \_\_\_\_\_, VP for Academic Affairs

**ACKNOWLEDGEMENT.** My signature below indicates that I have seen this form after it has been completed by my unit head or director ( including the recommended merit category) but does not imply my agreement with this evaluation. I understand that I may submit a written statement of any concerns about or disagreements with this evaluation and that my statement will be attached to this evaluation form before it is transmitted to the dean.

\_\_\_\_\_  
 Faculty Member's Signature

\_\_\_\_\_  
 Date

## INFORMATION ABOUT ANNUAL PERFORMANCE EVALUATIONS

A. There are six merit categories:

- |                      |  |
|----------------------|--|
| <b>Category I</b>    | Performance substantially exceeding minimum expectations; typically among the best 10% of the unit.  |
| <b>Category II</b>   | Performance well above minimum expectations; typically among the next 15% of the faculty of the unit.  |
| <b>Category III*</b> | Performance exceeding minimum expectations; typically among the next 25% of the faculty of a unit.   |
| <b>Category III</b>  | Performance at or above minimum expectations.  |
| <b>Category IV</b>   | Performance near the level of minimum expectations; improvements needed in one or more areas, as noted in the evaluation.  |
| <b>Category V</b>    | Performance clearly below minimum expectations; not eligible for salary increase based on merit. Significant improvements needed in one or more areas, as noted in the evaluation. |

B. Rating in Category IV or Category V twice in any consecutive three year period indicates continuing serious problems that must be addressed by the faculty member, the department head, and the dean.

C. Decisions about the amount of funding available for salary increases based on merit, and the particular merit increase plan for a given year cannot be taken until the university's budget has been determined.