

THE UNIVERSITY OF LOUISIANA AT LAFAYETTE ANNUAL PERFORMANCE EVALUATION

Evaluation Period: 1 January - 31 December _____

Name _____ Rank: _____ College _____ Department _____ Workload Track: _____

Directions. This form is used in evaluating faculty members in their roles as educators, university citizens, and members of a learned profession. This form is to be completed by the department head/ unit director, in the context of the description of an “ideal” faculty member and the Faculty Workload Policy found in the *Faculty Handbook*. In each area, the department head or unit director must provide a summary of activities with evaluative comments; it is particularly important to note areas of strong performance and areas in which improvements are needed.

Component	Summary/Strengths/Recommendations
<p>Instruction (Formal credit courses and other pedagogical activities; exclude Summer Session and extra pay courses)</p> <p>Evidenced by level and type of classes taught; classroom materials; evaluation by students (SEI) and others; achievement of learning outcomes; faculty/student relations; etc.</p> <p>Demonstrates cooperation and collaboration in course and curriculum development; fairness in student/faculty relations; effective mentoring; etc.</p>	<p>Activity Summary:</p> <p>Strengths:</p> <p>Recommendations:</p>
<p>Research and Scholarship (Basic or applied research, creative endeavors, and/or professional development)</p> <p>Evidenced by publications, presentations, grants, on-going projects; etc.</p> <p>Demonstrates apt balance of independent and collaborative efforts; respect for colleagues; mentoring new researchers and scholars; etc.</p>	<p>Activity Summary:</p> <p>Strengths:</p> <p>Recommendations:</p>
<p>Advising and Student Life (Formal and informal advising)</p> <p>Evidenced by work that enhances the educational experiences of students; etc.</p>	<p>Activity Summary:</p> <p>Strengths:</p> <p>Recommendations:</p>
<p>Service (Department, college, or university committees; community development; and professional organizations)</p> <p>Evidenced by active engagement; faculty mentoring; and organizational responsibilities; etc.</p> <p>Demonstrates leadership, cooperation, and positive attitude; etc.</p>	<p>Activity Summary:</p> <p>Strengths:</p> <p>Recommendations:</p>
<p>Administration (Applicable only to faculty members with administrative appointments with formal release-time)</p> <p>Administers effectively; creates supportive culture; demonstrates tolerance of difference; implements consultive decision-making; fosters the unit’s goal-focused performance; etc.</p> <p>Demonstrates leadership, efficient and effective management, effective communication, and mentoring.</p>	<p>Activity Summary:</p> <p>Strengths:</p> <p>Recommendations:</p>

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, by the deadline indicated in the Administrative Calendar, 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

While it is recognized that all departments have dedicated faculty, variances in performance will still occur. It is essential to objectively, fairly, effectively, and accurately assess the performance of each individual within the unit.

A. There are six merit categories:

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| Category I | Exemplary performance substantially exceeding expectations; demonstrates distinguished performance in achieving a very high degree of effectiveness. Typically among the best 10%* of the unit. |
| Category II | Accomplished performance well above expectations; demonstrates substantial performance and effectiveness. Typically among the next 15%* of the faculty of the unit. |
| Category III* | Meritorious performance clearly exceeding expectations; demonstrates proficiency in performing responsibilities. Typically among the next 25%* of the faculty of a unit. |
| Category III | Very good/good performance at or above expectations; demonstrates normal effectiveness in performing duties. Typically among the next 30 - 50%* of the faculty of a unit. |
| Category IV | Performance below expectations ; improvements needed in one or more areas, as noted in the evaluation. Typically ranges between 0 – 15%* of the faculty of a unit. |
| Category V | Performance significantly below minimum expectations ; significant improvements needed in multiple areas, as noted in the evaluation. Typically ranges between 0 – 5%* of the faculty of a unit. Not eligible for salary increase based on merit. |

* Accumulated total of all categories for members of administrative unit equals 100%.

- 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. A faculty member rated in Category V two consecutive years or three times in a five-year period is subject to a formal remediation process, as delineated in *Remediation Procedures for UL Lafayette Personnel with Category V Merit Evaluations* (Document XXXV in the *Faculty Handbook*).
- 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 made until the University's budget has been determined.