

**SUBJECT: Performance Evaluation of Professional and Administrative Personnel**

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- 1 1. On an annual basis, using "Evaluation of Professional, Administrative, and Non-teaching  
2 Academic Personnel" (Form LSU Eunice-1), an evaluation of the performance of each  
3 professional and administrative employee will be made by the person's immediate superior.  
4 The completed evaluation form will be forwarded to the next higher authority for review and  
5 comment, and then placed on record in the employee's permanent file.  
6
- 7 2. Results of the evaluation are to be presented to each employee in a private conference by  
8 the supervisor and a discussion held on its contents. Supervisors must provide a copy of the  
9 signed evaluation to the person being evaluated. Should the employee disagree with the  
10 results of the evaluation, the person is invited to present a written statement also to be  
11 included in the permanent personnel record.  
12
- 13 3. All persons holding professional appointments, including those who hold concurrent  
14 administrative and faculty appointments, such as division heads, will be included in the  
15 evaluation process under this PS for those segments of their duties which are associated  
16 with administrative appointments. Evaluation forms will be completed and processed **by May**  
17 **1 of each year.**  
18
- 19 4. The focus of evaluation will be on performance improvement, using each criterion as a  
20 standard with which to examine performance and to identify strengths and weaknesses. An  
21 important part of the system will be to establish goals for the employee.  
22
- 23 5. The completed evaluation form on each employee will become a permanent part of his or  
24 her personnel file.

**EVALUATION OF PROFESSIONAL, ADMINISTRATIVE AND NON-TEACHING PERSONNEL**

Name \_\_\_\_\_ Position \_\_\_\_\_ Unit \_\_\_\_\_

	NOT APPLICABLE	NEEDS IMPROVEMENT	SATISFACTORY	SUPERIOR	EXEMPLARY
Job Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership on the Job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitudes and Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

\_\_\_\_\_  
Employee  
Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Authority

\_\_\_\_\_  
Date