



POLICY STATEMENT 35

PERFORMANCE EVALUATION OF ADMINISTRATIVE, PROFESSIONAL & OTHER ACADEMIC EMPLOYEES

POLICY DIGEST

Monitoring Unit: Office of Human Resource Management
Initially Issued: September 1, 1979
Last Revised: May 2, 2022

I. PURPOSE

To maintain a system for the performance management of administrative, professional and other academic staff. The Performance Evaluation System (PES) includes the appropriate process for evaluating staff and provides a formal evaluation form.

II. GENERAL POLICY

The Performance Evaluation System (PES) is a tool used to measure individual performance, align performance with institutional plans and goals, and develop and grow employees into successful and high-performing individuals. Performance evaluations should be used to provide the basis for merit increases, promotion, career development, training, and recording job performance strengths and weaknesses for future action.

The PES represents a continuous process of planning, communication, evaluation, development, and recognition and reward between the employee and the supervisor. The PES is a three-step system consisting of a planning session, a mid-year review, and an annual evaluation. A planning session must include work tasks and behavior standards on which the employee's overall performance will be evaluated. The mid-year review is an opportunity for the manager and employee to discuss work tasks and behavior standards. The annual evaluation provides an opportunity to formally review each employee. The evaluation represents an agreement between the employee and supervisor regarding the most current and critical job functions which must be performed and how well the employee is meeting expectations.

This policy applies to all employees covered by PS 20, including "unclassified employees and other academic employees (e.g. associates)." Employees with faculty rank are excluded and are evaluated per the provisions of PS 36. Classified employees are excluded and are evaluated per the provisions of PS 39. No evaluation is required for unclassified or other academic employees with less than one year of service, gratis appointments, or part-time employees.

III. PROCEDURES

A. Performance Evaluation System Cycle

1. Planning Session

- a. A supervisor must conduct a planning session with each employee under their supervision. The planning session must fully inform the employee of the performance requirements of the job. The planning session must be documented

via LSU's HR system of record (e.g. Workday). Planning sessions must be conducted during the first 30 days following:

- i. the appointment of a new employee;
- ii. the permanent movement of an employee into a position having a different position number with significantly different duties; or
- iii. the beginning of a new performance evaluation year

b. However, a planning session may be conducted when:

- i. the employee gets a new supervisor;
- ii. performance expectations change; or
- iii. the supervisor deems a performance planning session is appropriate.

2. Mid-Year Review

This review is conducted during the mid-point of the evaluation year. The mid-year review is designed to provide supervisors with a formal opportunity to meet with their employees to provide positive feedback on work, accomplishments, and/or constructive feedback on areas where performance may be in need of improvement.

3. Annual Evaluation

The evaluation is an important tool which can be used to assist management in making a wide range of employment decisions (e.g. promotion, eligibility for merit raises, and reassignment). Although there is no direct link between the evaluation and salary, the results can be considered in making decisions on salary. The evaluation becomes a part of the employee's permanent personnel file. Supervisors conducting the evaluation must, in good faith, provide a fair and accurate representation of the employee's performance. Supervisors are evaluated, in part, based on how well they manage the performance of their subordinates.

B. Frequency of Evaluation

An annual evaluation of the performance of administrative, professional, and other academic staff must be conducted. This does not preclude more frequent evaluation (e.g. semester basis or at mid-year). The annual evaluation cycle will coincide with the university's fiscal year which begins on July 1. Since performance ratings reflect the entire evaluation year, the supervisor preparing the evaluation has ongoing responsibilities throughout the year to inform the employee of their job performance.

C. Evaluation Form. The evaluation form for each employee is generated and stored in LSU's HR system of record (e.g. Workday).

D. Annual Evaluation Process

1. The Office of Human Resource Management will issue reminders about evaluations in June of each year. Supervisors should conduct evaluations during the period from July through mid-August. Evaluations are completed in Workday.
2. The annual evaluation will be completed by the employee's supervisor and reviewed by the supervisor's supervisor in Workday.

3. Results of the evaluation must be discussed with each employee in a private conference with the supervisor. The evaluation will be sent to the employee in Workday, and the employee will acknowledge receipt in Workday. If the employee refuses to acknowledge the evaluation in Workday, the supervisor must inform HRM to manually advance the evaluation in Workday. The employee refusing acknowledgment does not prevent the evaluation from being official.
4. If the employee disagrees with a particular rating, a written comment, or the overall rating, then the employee may prepare a written response. The written response to the evaluation will be included with the performance evaluation in Workday and will be a part of the employee's official personnel record.

IV. SOURCES

Regulations of the Board of Supervisors, Article II

PM 23: Ranks, Provisions & Policies Governing Appointments and Promotions to the Academic Staff

PS 20: Title, Position & Salary Control for Professional & Administrative Personnel