UNIVERSITY OF NEW ORLEANS
Executive Employee Performance Appraisal Policy
(Provost, Vice Presidents, Deans, and the Executive Assistant to the President)

PURPOSE
The purpose of the University of New Orleans Executive Performance Appraisal Policy is development. The value of performance evaluation is in the process of communication between supervisor and employee and not merely in the completion of the form.

Specific objectives of the University of New Orleans Executive Appraisal Program are:
- to increase professional development, skill level, and performance of each employee;
- to strengthen working relationships between supervisor and employee;
- to clarify job duties and responsibilities;
- to measure performance based on objective, job related, measurable, and consistently applied criteria;
- to give employee a feeling of satisfaction about effective phases of work;
- to aid in promotion, retention and salary decisions.

PREPARATION
For the review of executive level personnel: Complete a tentative appraisal in advance of your conference with the employee. Provide the employee being reviewed with a blank appraisal form to complete as a self-evaluation. Together, a final appraisal can be developed at the conference. Specific documentation/comments on each of the appraisal sections is required. "Below Satisfactory Performance" ratings and "Consistently Unsatisfactory Performance" ratings must be accompanied by corrective action documentation along with a time frame for improved performance. An explanation that failure to improve performance could lead to disciplinary action, up to and including termination, should be discussed with the employee during the evaluation conference. Appraisals will be conducted and completed over the period of December 1 to December 15 of each calendar year. All evaluations are to be reviewed by the University EEO officer to ensure EEO compliance.

PROVOST, VICE PRESIDENTS, AND EXECUTIVE ASSISTANT TO THE PRESIDENT
These positions will be evaluated annually by the University President.

DEANS
Deans will be evaluated annually by the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs shall solicit from the school faculty their assessments of the dean's performance.
## I. PERFORMANCE APPRAISAL

**INSTRUCTIONS:** Listed below are eight performance appraisal factors that are considered representative of most executive positions. A brief description is provided for each factor. In the space provided, the reviewer should place descriptive evaluative comments. Evaluations are to be based on criteria that are objective, job related, measurable, and consistently applied.

**LEADERSHIP** (motivation, counseling, and directing of staff)

Comments:

**DECISION MAKING** (reaching firm, clearly defined decisions)

Comments:

**PLANNING** (preparation of department programs, activities, and services)

Comments:

**STAFF MANAGEMENT** (employee selection, retention, development and appraisal)

Comments:

**INTERNAL CONTROL AND FISCAL MANAGEMENT** (including compliance with University rules, policies, and procedures)

Comments:

**HUMAN RELATIONS** (interpersonal relations with internal & external constituents)

Comments:

**COMMUNICATION** (oral and written)

Comments:

**PROFESSIONAL EXPERTISE** (job knowledge)

Comments:
II. PERFORMANCE APPRAISAL SUMMARY

<table>
<thead>
<tr>
<th>Performance Strengths</th>
<th>Areas for Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. OVERALL EVALUATION

<table>
<thead>
<tr>
<th>Superior Performance</th>
<th>Commendable Performance</th>
<th>Satisfactory Performance</th>
<th>Below Satisfactory Performance</th>
<th>Consistently Unsatisfactory Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OVERALL EVALUATION:
Consider the extent to which the employee's job performance meets established organized standards

IV. MUTUALLY UNDERSTOOD GOALS

- 
- 
- 
- 
- 

EMPLOYEE COMMENTS

Date: ___________________________ Signature of Employee ___________________________

Date: ___________________________ Signature of Supervisor ___________________________

Signature of University EEO Officer to Ensure EEO Compliance: ___________________________ Date: ___________________________

Original to Office of Human Resource Management. Copies to Employee and Departmental Files

March 8, 2013 Appendix 4.3 Page 3 of 3