



## PERMANENT MEMORANDUM 75 GUIDELINES FOR EVALUATION OF CHANCELLORS OR EQUIVALENT

POLICY DIGEST

Monitoring Unit: Office of the President  
Initially Issued: July 1, 2014

### I. PURPOSE

This document sets forth standard procedures and criteria for the regular evaluation of each Chancellor or equivalent senior executive of a campus of LSU, in order to ensure, encourage, and support high quality individual and institutional performance.

### II. CRITERIA FOR EVALUATION

General criteria for assessing the effectiveness of each Chancellor or equivalent senior campus executive will include, but are not limited to, factors related to the following:

- A. General administrative effectiveness
- B. Educational leadership and effectiveness
- C. Management of human, fiscal and physical resources effectiveness
- D. Internal relationships
- E. External relationships
- F. Working relationships with the LSU Office of the President, University Administration and other campuses
- G. Personal characteristics

### III. EVALUATION PROCESS

The President will conduct, on behalf of the Board of Supervisors, an annual evaluation for each Chancellor or equivalent campus senior executive to review performance during the preceding year, assess progress towards goals, collect additional information, and develop goals for the next year.

Each Chancellor or equivalent campus senior executive also will receive a comprehensive evaluation every five years, based upon additional information and input from various parties. This comprehensive evaluation will include input from members of the President's leadership team, the Chancellor's leadership team, faculty, staff, students, community leaders, and professional colleagues.

Regular tracking of improvement from year to year and periodic benchmarking against appropriate institutional peers are each critical elements for effective performance measurement. The data published annually in the *LSU System Performance Metrics Report* allow institutions to develop descriptive metrics and performance measures within the context of the mission of each campus, and will be used by the President to help assess institutional and individual performance.

Prior to meeting with the President for either the annual performance evaluation or the comprehensive

evaluation, each Chancellor or equivalent campus senior executive will prepare a summary report of campus performance over the past year (or over the past five years) which includes a description of their major initiatives, activities, and accomplishments in key strategic areas. As a part of this report, each Chancellor or equivalent campus senior executive should propose goals and priorities for the coming year, for discussion with and affirmation by the President.

At the completion of each evaluation, the President shall prepare a brief confidential summary for review and discussion with the Chair of the LSU Board of Supervisors. Only three copies of this confidential report will be produced; one will be given to the person evaluated, and the other two maintained by the President and available for review by members of the Board. No later than December 31 of each year, the President shall certify to the Board Chair, in writing, that all evaluations of Chancellors or equivalent campus senior executives have been completed for that calendar year.

#### **IV. CHANCELLOR'S ANNUAL REPORT**

The Chancellor's Annual Report should describe their activities, initiatives, challenges, progresses and accomplishments in the following strategic areas:

- A. Institutional Goals, Strategies, & Priorities
- B. Academic Affairs & Faculty Matters
- C. Student Affairs
- D. Research & Outreach
- E. Administrative Organization / Campus Leadership Team
- F. External Relations and Advancement
- G. Other Campus-Specific Matters

#### **V. CONFIDENTIALITY**

All data, information, and reports prepared in accordance with these procedures outlined herein will be held strictly confidential to the extent provided by law.