

Office of Human Resource Management

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## I. PURPOSE & SCOPE

LSUHSC-NO is committed to providing an environment where employees are supported and developed to be high-performing individuals. Performance evaluations are a vital tool to ensure that the institution achieves its mission and goals while fostering each employee's growth and development. Performance evaluations serve as the basis for merit increases, promotion, career development, training, and recording job performance strengths and weaknesses for future action. The purpose of this policy is to establish a comprehensive framework for performance evaluation at LSU Health Sciences Center – New Orleans (LSUHSC-NO) that aligns individual and institutional goals and fosters a culture of employee success, continuous improvement, and ongoing performance feedback for unclassified, classified, faculty, and other academic employees.

This policy applies to all LSUHSC-NO unclassified, classified, faculty, and other academic regular employees, both full-time and part-time. Other academic (non-faculty) employees are considered unclassified employees for the purposes of this policy and the performance evaluation tool. All unclassified employees, faculty, and other academic employees and their managers must comply with LSUHSC-NO and LSU System policies and procedures related to performance evaluation. All classified employees and their managers must comply with the provisions of [Louisiana State Civil Service Rules – Chapter 10: Performance Evaluation System](#) which establishes the basis for classified evaluations

This policy does not apply to employees who are appointed for a specific period of time, such as 6 months, 1 year, or other defined duration, and are commonly referred to as Period of Appointment (POA) employees. POA employees are not eligible for performance evaluation and merit increase.

## II. DEFINITIONS

1. **Faculty Member** – Full-time members of the academic staff with the rank of Instructor or above and equivalent ranks.
2. **Other Academic Employee** – Part-time members of the academic staff; members of the academic staff below the rank of Instructor or equivalent; and other personnel with academic responsibilities not holding faculty rank.
3. **Unclassified Employee** – Administrative officers and professional staff, and positions specifically exempt from the classified service under Article X of the Constitution of the State of Louisiana.
4. **Classified Employee** – All employees in positions covered by the provisions of the Civil Service System of the State of Louisiana.
5. **Merit Increase** – A salary increase given to an employee based on their performance and meeting defined criteria.

6. **Reassignment and Promotion** – Changes in an employee’s job duties or position, either with or without a change in supervisor.

### III. GENERAL POLICY GUIDELINES

1. **Classified Employees:** Classified employees are excluded from this policy statement and are subject to the distinct evaluation process as outlined in the [Louisiana State Civil Service HR Handbook – Chapter 10: Performance Evaluation System](#) which stipulates that all classified employees must undergo an annual performance planning session for the upcoming performance year, as well as a performance evaluation for the preceding performance year. These evaluations are conducted by the employee's direct supervisor and reviewed by their second-level supervisor. In the event of a change in position, the employee's direct supervisor is required to conduct a planning session within three months of the permanent movement.

2. **Unclassified, Faculty, & Other Academic Employees** receive performance evaluation with a process including the following components:

- A. **Performance Evaluation:** A formal evaluation with the employee to communicate and document performance results. Performance shall be fully reviewed with the employee and conducted by the immediate supervisor or the second-level supervisor if the immediate supervisor is not available. The evaluation shall cover performance standards in relation to performance output. The evaluating supervisor and the employee will sign and date the evaluation form to document the evaluation meeting that has occurred. If an employee refuses to sign the evaluation form, the supervisor should note the refusal and date on the form.
- B. **Employee Self-Evaluation:** Self-evaluations are highly encouraged as a leading practice, though it is provided as an optional tool for the employee. Where the employee opts to complete a self-evaluation, the manager/evaluator shall submit the employee’s self-evaluation in supplement to the formal performance evaluation.
- C. **Employee Appeal:** The employee appeal process is established to promote transparency and fairness in the evaluation process. Employees are encouraged to discuss concerns informally with their supervisor, then the department representative prior to filing a formal evaluation appeal. If unsatisfied with the outcome of the department review, employees are encouraged to follow the appeal guidelines established by the Office of Human Resources Management.

3. **Levels of Performance:** Applicable employees will be evaluated based on their job performance, adherence to position standards, contribution to the institution's values and service standards, and, where applicable academic employment and appointment agreements.

- A. Performance levels for faculty members will follow the rating structure accepted by the respective school/departmental leadership.
- B. Performance levels for unclassified and other academic employees will be rated as follows:
  - i. (5) Outstanding – *Consistently Exceeded ALL Expectations*

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- ii. (4) Exceeds Expectations – *Met All and Exceeded Some Expectations*
- iii. (3) Successful – *Meets Expectations*
- iv. (2) Needs Improvement – *Met Some but Not All Expectations*
- v. (1) Unsatisfactory – *Does Not Meet Expectations*

**4. Evaluation Instruments:** LSUHSC-NO will use a combination of evaluation instruments, including self-evaluation forms and supervisor evaluation forms, whether digital or paper-based, to assess employee performance. The evaluation tool will comprise a section dedicated to job-specific comments, where the evaluator will concentrate on the individual's particular responsibilities and anticipated outcomes.

**5. Evaluation Criteria:** The evaluation of unclassified employees shall be conducted based on a comprehensive set of criteria that align with institutional standards and have been approved by the Chief Human Resources Officer. Faculty members will be evaluated in accordance with the guidelines as stipulated in the faculty handbook.

**6. Position Standards:** Position standards are based on the job description's essential job functions, standards, and performance expectations of the specific role.

**7. Merit Increases:** As the Chancellor deems appropriate and if funding is available, employees with a performance evaluation of at least 'Successful' may receive a performance-based merit increase if they meet defined criteria. Neither employees nor their direct supervisors are eligible for a merit increase if there is not a documented performance evaluation or if a unique circumstance preventing an evaluation has been justified and approved in writing by the Chief Human Resources Officer.

**8. Evaluations if Leave of Absence:** Employees who take a leave of absence may be evaluated upon their return to work to ensure they are up to date on any changes to position standards and that their job performance is on track. If an evaluating supervisor is on a leave of absence during the evaluation period, the 2<sup>nd</sup> level supervisor will evaluate the employee.

**9. Evaluations of Newly-Hired Employees:** Newly hired employees who have served in their respective positions for a minimum of three (3) full calendar months during the performance year are required to be evaluated during the corresponding evaluation period. It is recommended (but not mandatory) for employees who have been employed for less than three (3) months to undergo a performance evaluation. In such a case, should a supervisor believe they have had insufficient time to observe the performance of the new employee that has been employed for less than three (3) full calendar months, the evaluation process may be bypassed for the current cycle.

**10. Evaluations after Reassignments or Promotions:**

- A. **No Change in Supervisor:** When an employee is reassigned or promoted to a new position without a change in supervisor, the supervisor is required to evaluate the employee's performance in the new position. If the employee has not worked in the new position for a minimum of three full calendar months and the supervisor feels that they have not observed enough performance to make an accurate evaluation, the employee should be evaluated based on their performance in their previous role, provided they held that role for at least three full calendar months.

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**B. Change in Supervisor:**

- i. When an employee is reassigned or promoted to a new position with a change in supervisor, the current supervisor of the new position is required to evaluate the employee’s performance of the new position’s duties. If the employee has not worked in the new position for a minimum of three full calendar months during the performance period and the supervisor feels that they have not observed enough performance to make an accurate evaluation, the employee should be evaluated based on their performance of the previous position’s duties, in which case, the current supervisor should advise the previous supervisor they should evaluate the employee.
- ii. Where there has been no position change and the employee’s supervisor has changed, the current supervisor should evaluate the employee’s performance. If the employee has not worked under the current supervisor’s direct report for at least three full calendar months and the current supervisor feels that they have not observed enough performance to make an accurate evaluation, the employee should be evaluated by the previous supervisor, provided they supervised the employee for at least three full calendar months. If the previous supervisor is no longer available due to separation from the institution, a 2<sup>nd</sup> level supervisor will evaluate the employee.

**IV. PERFORMANCE EVALUATION CYCLE:**

Annual performance evaluations will follow the schedule below. Based on various financial and operational matters, the schedule of effective dates may change at the discretion of the CHRO.

| Phase  | Deadline/Relevant Dates  |
|--|--|
| Performance Year   | January 1 – December 31 annually   |
| Performance Evaluation Period Opens for the Preceding Performance Year | 1 <sup>st</sup> Monday of February annually  |
| Performance Evaluation Period Closes for the Preceding Year            | March 1 annually (or the following Monday if the 1 <sup>st</sup> falls on a weekend)   |
| Employee Appeal Deadline   | March 15 annually (or the following Monday if the 15 <sup>th</sup> falls on a weekend) |

**V. REFERENCES:**

[LSUHSC-NO Faculty Handbook](#); [LSU PM 23: Ranks, Provisions & Policies Governing Appointments and Promotions to the Academic Staff](#); [Louisiana State University Board of Supervisors Rules & Regulations](#); [Louisiana State Civil Service Rules – Chapter 10: Performance Evaluation System](#)