2024 Faculty and Staff Evaluation Training

Ground Rules

- Please mute your devices

- If you must step away, please be respectful of those around you

- Feel free to ask questions but remember to use discretion when referring to employee's confidential performance information

Part 1 Agenda

- Introduction
- Outcomes of Performance Management
- Setting Expectations
- Providing Feedback
- Biases
- Documentation and Record-Keeping
- Best Practices

Part 2 Agenda

- Who Gets Evaluated
- Forms Overview
- Things to Consider
- Request for Appeal

Part 1: Performance Management Overview

Part 1 Agenda

- **Introductions**
- Outcomes of Performance Management
- Setting Expectations
- Providing Feedback
- Biases
- Documentation and Record-Keeping
- Recap

Introductions

- Name
- How many people do you supervise?
- What year did you start working at LSU Health?
- Have you previously gone through the unclassified performance evaluation process at LSU Health?

Performance Management

- Performance management is a dynamic process that plays an important role in helping the university achieve their objectives and employees reach their full potential
- In today's training, we will discuss the key concepts, best practices, and the impact of performance management on university success

Part 1 Agenda

- Introductions
- **Outcomes of Performance Management**
- Setting Expectations
- Providing Feedback
- Biases
- Documentation and Record-Keeping
- Recap

Outcomes of Performance Management

- Enhances Productivity
- Improves accountability
- Job satisfaction and engagement
- Recognition
- Transparency
- Legal compliance
- Retention – decreases turnover

Part 1 Agenda

- **Introductions**
- **Outcomes of Performance Management**
- **Setting Expectations**
- Providing Feedback
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Setting Expectations

- Job descriptions
- Planning sessions
- Mid-year updates to expectations if needed

Part 1 Agenda

- **Introductions**
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Receiving Feedback

- Demonstrate professionalism
- Be aware that it is not personal
  - Feedback should be in line with department and university goals
- Let guard down
- Stay open to receiving feedback
- Provide clarification if needed
- Minimize defensiveness

How to Provide Verbal Feedback

Choose private vs. public	Choose frequency
Use professional, respectful tone	Use "I" statements
Be specific, avoid generalizations	Be honest and direct
Focus on behavior, not personality	Focus on dialogue by asking for input
Actively listen	Address in timely fashion
Follow up	Reinforce clear expectations

Part 1 Agenda

- **Introductions**
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- **Providing Feedback**
- **Biases**
- Documentation and Record-Keeping
- Recap

Biases to be Aware

- Halo effect
- Horn effect
- Confirmation bias
- Central tendency
- Self-serving tendencies

Part 1 Agenda

- Introductions
- Outcomes of Performance Management
- Setting Expectations
- Providing Feedback
- Biases
- **Documentation and Record-Keeping**
- Recap

Documentation

- Documentation should be accurate and consistent
- Keep a performance folder for each employee
- Confidential
- Document meetings
- Document both positive and constructive feedback
- Be aware of legal and privacy considerations
- Be fair, accurate, and nondiscriminatory
  (reach out to HR if you need help)

Part 1 Agenda

- Introductions
- Outcomes of Performance Management
- Setting Expectations
- Providing Feedback
- Biases
- Documentation and Record-Keeping
- **Recap**

Recap

Employee check ins	Address performance appropriately
Define clear expectations	Frequent and meaningful recognition
Realistic goals	Build trust
Give constructive feedback in real time	Be fair
Act as a "coach," not a "boss"	Give feedback to supervisors

Part 2: Forms, Policy, & Submission Process

Part 2 Agenda
- **Who Gets Evaluated**
- Forms Overview
- Things to Consider
- Request for Appeal

Who Gets Evaluated?

- All unclassified faculty and staff are required to be evaluated with the exception of temporary staff, such as POAs.
- Part-time faculty and staff require an evaluation.

New Employees

- Supervisors are not required to evaluate an employee who started after October 1st.
- If the supervisor was hired after October 1st, then they should refer to the 2nd level reviewer for performance information.

Transfers and Promotions of Employees

- 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.

Self-Evaluations

- As a leading practice in performance management, self-evaluations are encouraged, but not required.
- If an employee completes a self-evaluation, that evaluation should also be uploaded to the submission portal.
- Supervisors can require it.

Self-Evaluations

- Be realistic.
- Recognize that it can be uncomfortable.
- Ask supervisor/give employees expectations.
- Discuss impact when appropriate.

Part 2 Agenda

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2024 Forms

- The form should only be completed as a PDF; do not use a browser.
- Submit the signed PDF via the submission portal.
- Departments and/or supervisors are responsible for keeping record of the original forms.

Prospective Students ⌄   Patient Care ⌄   Job Seekers ⌄   Donors ⌄   Crime Statistics ⌄   Sear

Questions/Support

Contact HRM Talent Development **talentdevelopment@lsuhsc.edu** with any questions or support requests related to the upcoming Unclassified Performance Evaluation Process.

2024 Evaluation Forms

Unclassified Employee Evaluation - Single Reviewer 📄

Unclassified Employee Evaluation - Dual Reviewer 📄

Faculty Supplemental Evaluation 📄

Faculty Performance Plan Letter 📄

Faculty School of Medicine Leadership Evaluation 📄

Faculty School of Dentistry Evaluation 📄

School of Public Health Faculty should reach out to their Dean's office for their form

School of Allied Health Faculty will use the Unclassified Employee Evaluation, Faculty Supplemental Evaluati and the Performance Plan Letter.

School of Nursing Faculty will use the Faculty Supplemental Evaluation and a separate form provided by the school.

School of Graduate Studies Faculty will use the Unclassified Employee Evaluation form.

Helpful Tips for Completing the Forms

1. Download the forms as PDFs to ensure accurate calculations. Do not use an internet browser.

nibpcajpcglclefindmkaj/https://www.lsuhsc.edu/administration/hrm/docs/2024_Unclassified_Evaluation_Form.pdf

LSU Libraries   Louisiana Departme...   LSUHSC HRM   MyLSUHSC   Civil Service Handb...   People Admin   PeopleSoft

lsuhsc.edu / **2024_Unclassi...luation_Form** ⌄   ⧉ Desktop   🔍   ⧉   ⬇

Reset Form

HSC-NO Performance Evaluation Form (Unclassified)   SINGLE REVIEWER   **1** | P a g e

LSU Health Sciences Center – New Orleans
Unclassified Employee Performance Evaluation Form

Form Note: Adobe Acrobat is required to complete this form. <u>Do Not</u> use an Internet browser to complete as this may impact form calculations.

mployee Name:		Employee ID #:	
Current Date:		**Employee Email:**	
Job Title:		**Department:**	

Evaluation Period Reviewed:	**Performance Period Start Date:** 1/1/2023	**TO**	**Performance Period End Date:** 12/31/2023

valuator/ eviewer Name:		**Self-Evaluation?** Click here if you are completing a self-evaluation →	☐

UPERVISOR STATUS: Is the evaluated employee a supervisor? *OTE: Selecting the wrong option will result in an incorrect Overall Evaluation Rating. upervisors have an additional section calculated into their overall rating formula.*	**YES** ○
	NO ◉

gnatures – *This appraisal has been discussed by the undersigned and a copy given to the employee.*

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Reset Form

LSU Health Sciences Center – New Orleans
Unclassified Employee Performance Evaluation Form

Form Note: Adobe Acrobat is required to complete this form. Do Not use an Internet browser to complete as this may impact form calculations.

Employee Name:		Employee ID #:	
Current Date:		Employee Email:	
Job Title:		Department:	

Evaluation Period Reviewed:	**Performance Period Start Date:** 1/1/2023	**TO**	**Performance Period End Date:** 12/31/2023
Evaluator/ Reviewer Name:		**Self-Evaluation?** Click here if you are completing a self-evaluation →	☐

SUPERVISOR STATUS: Is the evaluated employee a supervisor? **NOTE:** *Selecting the wrong option will result in an incorrect Overall Evaluation Rating. Supervisors have an additional section calculated into their overall rating formula.*	**YES** ○
	NO ◉

Signatures – *This appraisal has been discussed by the undersigned and a copy given to the employee.*

MANAGER SIGNATURE:	I have discussed with my employee the performance evaluation ratings enclosed and the performance expectations for him/her during the upcoming rating period. _____ **DATE:** _____
EMPLOYEE SIGNATURE:	My manager has discussed with me the performance evaluation ratings enclosed on which I have been rated and the desired performance expectations for the upcoming rating period. _____ **DATE:** _____
2ND Level Reviewer SIGNATURE	In support of fair and equitable evaluations, a 2nd Level Reviewer will be required for any OVERALL CATEGORY RATING of (4.51-5.0) Outstanding, or (1.0-1.49) Unsatisfactory. 2nd Level Reviewers should evaluate ratings to ensure sufficient documentation/comments have been included to warrant the overall rating. Contact your Business Manager or HRM Talent Development to identify this person if needed. _____ **DATE:** _____

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Faculty Evaluation

Reset Form

LSU Health Sciences Center – New Orleans
Faculty Evaluation Form
** FACULTY EVALUATION SUPPLEMENTAL RATING FORM **

Evaluation Period: 1/1/2023 TO 12/31/2023

Form Note: Adobe Acrobat is required to complete this form. Do Not use an Internet browser to complete as this may impact form calculations.

Faculty Name and Email	Evaluation Ratings
	1 = **Unsatisfactory** (*Does not meet expectations*) 2 = **Needs Improvement** (*Meets some but not all expectations*) 3 = **Successful / Meets Expectations** 4 = **Exceeds Expectations** (*Meets all and exceeded some expectations*)
Reviewer/Evaluator Name	5 = **Outstanding** (Consistently exceeds all expectations)
	Self-Evaluation? Click here if you are completing a self-evaluation. → ☐

Instructions: Assign weights to each section and rate performance for each criteria.

Research and Scholarship: 25 % of overall job duties (*Faculty Handbook 6.4*)

	N/A	1	2	3	4	5
1. Quality and quantity of scholarship	⦿	○	○	○	○	○
2. Quality of research and inquiry	⦿	○	○	○	○	○
3. Productivity in grant and contract writing for external funding	⦿	○	○	○	○	○
Summary Rating: Calculated as the average of all rated applicable section criteria.				0		
Comments:						

Teaching and Mentorship: 25 % of overall job duties (*Faculty Handbook 6.4*)

	N/A	1	2	3	4	5
1. Quantity of teaching and/or mentorship	⦿	○	○	○	○	○
2. Quality of teaching and/or mentorship	⦿	○	○	○	○	○

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Calculations

OVERALL EVALUATION RATING

Overall Evaluation Rating Calculator: Corresponding Section Summary Ratings are transferred to the Overall Evaluation Rating Calculator, then multiplied by the % weight assigned to the section. The total Weighted Score Rating for all sections determines the Overall Evaluation Rating.

Section	% Weight Assigned to Section		Section Summary Rating		Weighted Rating
Research and Scholarship	0.25	X	0.00	=	0.00
Teaching and Mentorship	0.25	X	0.00	=	0.00
Service and Administration	0.20	X	0.00	=	0.00
Collaboration and Teamwork	0.10	X	0.00	=	0.00
Communication	0.10	X	0.00	=	0.00
Integrity	0.10	x	0.00	=	0.00
Overall Evaluation Rating	Total weight must be 100%				0.00
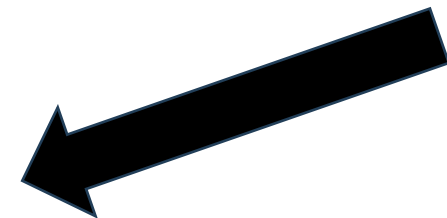
Overall Rating Scale & Overall Rating Category

4.50 – 5.00	Outstanding
3.50 – 4.49	Exceeds Expectations
2.50 – 3.49	Successful
1.50 – 2.49	Needs Improvement
1.00 – 1.49	Unsatisfactory

CALCULATE BUTTON

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Part 2 Agenda

- **Who Gets Evaluated**
- **Forms Overview**
- **Things to Consider**
- Request for Appeal

Things to consider before submitting

- When submitting to the portal, carefully review for accuracy the email address, employee name, rating, etc.
- Ensure all signatures are collected on the form prior to submitting. (electronic signatures are okay).
- If the employee supervises, be sure to select the radio dial on the form.
- This will affect the calculation of the rating if not appropriated selected.
- Comments are required for a rating of 1 or 5.

2nd Level Reviewers

- An evaluation must be signed by the 2nd level reviewer for overall ratings of Outstanding or Unsatisfactory.

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Steps

1. Discuss concerns with supervisor or 2nd-level supervisor.
2. Discuss concerns with department representative.
3. Contact HR with appeal request.

Format

- Email talentdevelopment@lsuhsc.edu with the subject line: 2024 Evaluation Appeal Request – YOUR NAME"
- Include:
  - A copy of the appealed performance evaluation
  - An explanation of the reason for the appeal request
  - The desired evaluation rating adjustment
  - Any other pertinent information to support and justify the request
- Deadline for submitting evaluations to the portal is March 1st, and the deadline for employee appeal is end of day March 15th.

Contact Information

HRM Talent Development   TalentDevelopment@lsuhsc.edu

HRM Employee Relations   nohrmlabrel@lsuhsc.edu

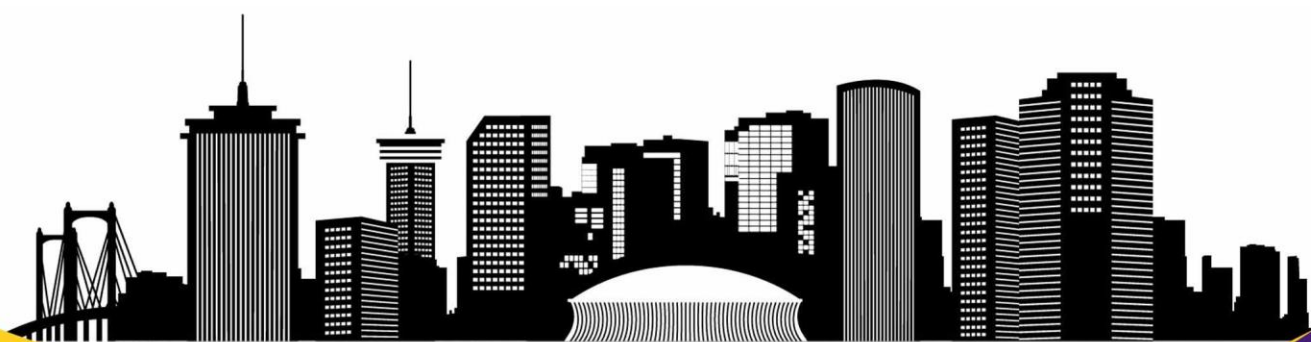LSU Ombuds Office   Ombuds@lsu.edu
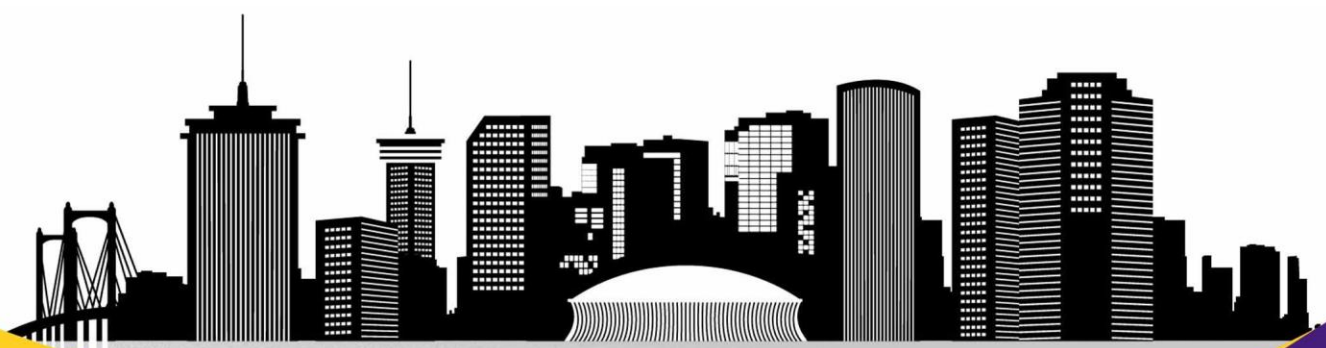
Campus Assistance Program   504-568-8888
24 Hours

How to Get to the Website

- Navigate to LSUHSC.edu.
- Click MyLSUHSC.
- Select Human Resources.
- Select Performance Evaluations.

Questions?

Thank you!