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5.7.6 Professional Development/Performance Evaluation

The University encourages active participation in professional development by administrators including Deans, Directors, and Department Heads. The professional development plan should normally address development of both administrative and teaching/research skills if applicable.

[Chapter III, Section X-D](#) of the Board of Supervisors for the University of Louisiana System Board Rules calls for yearly evaluation of each faculty member and administrator. The Board also requires that these evaluations be filed in appropriate personnel files.

5.7.6.1 Plans and Report

Administrators submit a plan for professional development and a report on progress annually.

5.7.6.1.1 Approval of Plans

The immediate supervisor approves the administrator's plan and forwards it through channels for further approvals to the appropriate Vice President. Plans are normally approved prior to the beginning of the fiscal year for implementation in the following year.

5.7.6.1.2 Approval of Reports

The immediate supervisor receives the administrator's report on his or her progress toward the objectives outlined in the plan and renders to the administrator, and through the channels to the appropriate Vice President, a report on an assessment of the progress, including suggestions for further progress. Approval is given at each step of the process. Normally these approvals are completed before June 1. The approved reports become a part of the administrator's personnel record.

5.7.6.2 Other Evaluations of Administrators

Performance assessment evaluations (see Section 5.4.1) are initiated through the mechanism described above.

These evaluations would be known as “top-down” evaluations because they involve estimations of work performance by supervisors.

Nicholls State University also provides for “bottom-up” evaluations of supervisors by those employees who are below them in the chain of command. These evaluations, similar to student evaluations of faculty, are meant to be used by supervisors as a development tool that leads to improvements in management style and management priorities. These evaluations can also be used as a means of ensuring that the Nicholls State University management processes work effectively and efficiently.

5.7.6.3 Summative Evaluations

Administrators shall not earn tenure except as members of an academic discipline. When applying for promotion or tenure, all administrative staff with faculty rank must follow the procedures in Section 2.9 and 2.10. These procedures begin at the level of the academic department. In all cases, a summative evaluation shall be performed before formal consideration for promotion and tenure. In the summative process, it is the responsibility of administrators to support with adequate evidence their being qualified for promotion and tenure in all three areas (teaching, research, service). In addition, administrators who teach must be reviewed annually at the department level by following the formative evaluation process described in Sections 2.10.3.1 to 2.10.3.3.