



2017 Annual Evaluation Form - Senior Administrators

Review Period 1/1/2017 - 12/31/2017



REVIEWER

Jaimie Hebert (Manager), Ernest Savoie (Indirect Manager)



Jordan Kellman

999414|Dean and Professor
Position

Overview

Task Instructions

Your annual performance evaluation is an important tool to support your professional development as an employee of the University of Louisiana at Lafayette. This provides an opportunity to be recognized for your contributions and to collaborate with your supervisor in aligning your goals and performance with the mission and values of the University.

Executive Goals 2017

Directions

Please provide a rating for each goal.

Rating Scale

Rating	Description
Not Evaluated	
Not Met	No dimensions of the goal (i.e. on time, on budget, etc.) were achieved.
Needs Improvement	Most dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Partially Met	One or more dimensions of the goal (i.e. on time, on budget, etc.) were not achieved.
Met	Goal was fully achieved (i.e. on time, on budget).
Exceeded	Goal was achieved ahead of schedule and/or under budget

Describe your accomplishments for Calendar year 2017 and provide an overall rating.

Reviewer	Rating
Jordan Kellman (Self)	■
Jaimie Hebert (Manager)	■■■■

Comments

Jordan Kellman (Self):

Goals	Tasks	Accomplishments 2017
1. Develop, update, provide and promote contemporary, rigorous and transformational curriculum for undergraduate and graduate degree programs and research in the humanities and social sciences	Facilitate curriculum review	Helped to develop Pre-med track in Psychology Oversaw reorganization of graduate comprehensive exam fields in English

	Review and Revise College Curriculum requirements	Completed implementation of College philosophy requirement in selected departments
	Review and Revise Liberal Arts General Education courses, curriculum, and assessment	Served on General Education Committee Formed committees for behavioral sciences and humanities and established new general education student learning outcomes
	Review and monitor University curriculum requirements, rules, regulations and exceptions	Served on Committee for Academic Affairs and Standards
	Develop Applied Health Sciences Ph.D. in collaboration with Colleges of Education and Sciences	Consulted with dean of sciences, appointed faculty representatives from Psychology
	Create new minors	Created and promoted Medieval and Renaissance Studies minor
2. Support the full spectrum of department, student and faculty needs through funding, travel and development opportunities and by providing a responsive, full-service dean's office.	Support entering Freshman orientation needs	Introduced students and parents to the University and College at orientation Town Halls, Parent Receptions Oversaw review and revision of College Freshman advising procedures and materials
	Support fundraising for the College's research centers	Worked with development office to establish Blanco Center for Public Policy mission and structure
	Develop and maintain funding streams to support faculty	Secured \$5,000 Friends of the Humanities travel grant to disburse to humanities faculty to support research travel
		Oversaw 12 successful faculty

	Maintain faculty expertise and coverage adequate for the needs of general education, undergraduate and graduate programs, and accreditor standards	<p>searches: solicit hiring priorities from departments, merge into hiring priorities for College, support search process and meet all candidates.</p> <p>Oversaw faculty credentialing process for college</p>
	Review and adjust faculty workload, course grading and evaluation, and increase faculty productivity	<p>Worked with department heads to adjust workload for faculty whose research productivity has declined</p> <p>Oversaw review of course grading and addressed anomalous courses</p> <p>Implemented campaign to raise College Grades First response</p>
	Increase professional development and support for department heads	Created mentoring program for department heads
3. Create and promote innovative and collaborative research, teaching and community engagement opportunities and develop and maintain appropriate physical environments.	Support fundraising toward the two historic homes dedicated to the humanities: Roy House and Griffin House.	<p>Helped the Center for Louisiana Studies to raise \$100,000 toward the renovation of the Roy house</p> <p>Applied for NEH grant to help fund renovation of the Griffin House</p> <p>Planned and begin remodel of Griffin 315 flexible and collaborative faculty work space</p> <p>Planned new collaborative laboratory for Professional Writing, Creative Writing and Moving Image Arts undergraduates in 143 Griffin Hall</p>
	Improve classroom technology	Worked with University to install A/V equipment in classrooms: completed all classrooms in Old Mouton
	Develop and support Study Abroad initiatives	<p>Oversaw the University's study abroad office, faculty study abroad committee, and all study abroad opportunities</p> <p>Developed and write proposal to hire an Executive Director of Global Engagement</p>

	Increase grant funded research in College	Supported new grant initiatives in Communication and Criminal Justice
4. Recruit qualified undergraduate and graduate students	Create initiatives to recruit undergraduate and graduate students to the College	Oversaw a redesign of Liberal Arts Day Worked with Criminal Justice and Anthropology departments to create summer Forensics camp for high school students
	Create programs to recruit students in particular to humanities programs where enrollments are challenged	Worked with Modern Languages department to develop recruitment day for area high school language students
	Represent college at University recruiting events	Recruited at Preview Days and University Recruiting events
5. Support the University's strategic planning and accreditation processes	Prepare for 2020 SACS reaffirmation	Oversaw Communication department's successful bid for reaccreditation with ACEJMC Chaired SACS reaccreditation team, planning QEP selection process, overseeing preparation for completion of compliance certification Oversaw all student outcomes and other assessment in the College Served as member of the University Assessment Committee and Assessment Liaison for the College
	Oversee review of strategic plan implementation process	Chaired the University Strategic Plan Implementation Committee, Reviewed first two of the four parts of the 2015-2020 plan

Jaimie Hebert (Manager):

This is a very comprehensive plan and representative of his effort and accomplishments.

Executive Competencies

Directions

Please provide a rating for each of the core competencies.

Click the down arrow and then Details to view the items associated with each competency.

Click the conversation icon to view a list of behaviors by rating associated with each competency.

Details and Comment Assistant

Rating Scale

Rating	Description
Not Evaluated	
Does Not Demonstrate	Does not demonstrate this competency at the expected level, even with available assistance or direction from others.
Developing	Newly developing in this area; has a general understanding of key principles but limited or no applied experience with this competency. Is capable of using this competency with coaching and support, in simple situations.
Proficient	Has sufficient understanding and experience to operate at a fully professional level with this broad range of moderately complex situations. Can generalize basic principles to effectively function in both predictable and new situations.
Advanced	Has broad and deep understanding and skills, with substantial expertise and experience in this area. Can apply this competency regularly and independently and display this competency in complex, varied situations. Role model for this competency.
Expert	You are known as an expert in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise and the field where the skill is used.

Builds Relationships and Fosters Collaboration

Cultivates an active network of relationships inside and outside functional area; fosters collaboration and teamwork by inclusive, supportive, cooperative, and sharing power.

Reviewer	Rating
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Jordan Kellman (Self) [Redacted]

Jaimie Hebert (Manager) [Redacted]

Builds Talent

Attracts and retains high caliber people; develops a leadership team with diverse capabilities; accurately assesses the strengths and weaknesses of staff; develops successors.

Reviewer	Rating
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Jordan Kellman (Self) [Redacted]

Jaimie Hebert (Manager) [Redacted]

Communicates Openly and Listens

Presents ideas effectively gauging the needs of the audience; actively listens and incorporates input from others.

Reviewer	Rating
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Jordan Kellman (Self) [Redacted]

Jaimie Hebert (Manager) [Redacted]

Cultivates Diversity, Equity and Inclusion

Intentionally attracts a team with diverse perspectives; Champions the development of equitable and inclusive policies and procedures inside the functional area; Develops and employs equitable practices in the hiring, evaluation, and promotion of talent; Recognizes and promotes the shared responsibility for diversity, equity and inclusion.

Reviewer	Rating
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Jordan Kellman (Self) [Redacted]

Jaimie Hebert (Manager) [Redacted]

Demonstrates Emotional Acuity

Considers and responds appropriately to the needs and feelings of others; understands impact of own behavior; has a realistic understanding of own strengths and development needs; is committed to continuous learning.

Reviewer	Rating
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Jordan Kellman (Self) [Redacted]

Jaimie Hebert (Manager) [Redacted]

Demonstrates Financial Acumen

Understands the meaning and implications of key financial indicators; manages overall financial performance; uses financial analysis to evaluate strategic options and opportunities.

Reviewer	Rating
Jordan Kellman (Self)	██████
Jaimie Hebert (Manager)	██████

Ensures Alignment

Ensures that University strategies and plans are integrated and aligned for success; supports the President and Board of Regents by providing timely, direct, and critical insights on initiatives, political positioning, and public perception.

Reviewer	Rating
Jordan Kellman (Self)	██████
Jaimie Hebert (Manager)	██████

Ensures Execution

Anticipates change, conveys clear priorities, and aligns efforts across functions; addresses barriers, takes action, and holds self and others accountable for results.

Reviewer	Rating
Jordan Kellman (Self)	██████
Jaimie Hebert (Manager)	██████

Establishes Trust

Respects all individuals and treats them fairly; honors commitments to others; models high ethical standards and integrity.

Reviewer	Rating
Jordan Kellman (Self)	██████
Jaimie Hebert (Manager)	██████

Influences and Inspires

Promotes ideas and proposals persuasively to shape stakeholder opinion; creates a climate that fosters personal investment and nurtures commitment to a common vision and shared values; inspires action without relying solely on authority.

Reviewer	Rating
Jordan Kellman (Self)	██████
Jaimie Hebert (Manager)	██████

Leads Change

Uses data-driven decision-making to generate insights, alternatives, and opportunities for success; fosters a continuous improvement environment; makes novel use of existing ideas, approaches, technologies, or products.

Reviewer	Rating
Jordan Kellman (Self)	██████
Jaimie Hebert (Manager)	████

Shapes Strategic Focus

Formulates effective and progressive strategies aligned with University mission and values; determines objectives and priorities and acts as a catalyst for institutional innovation and growth.

Reviewer	Rating
Jordan Kellman (Self)	██████
Jaimie Hebert (Manager)	████

Goal Planning

Directions

Please enter goals for the coming year.

Curriculum development

Develop, update, provide and promote contemporary, rigorous and transformational curriculum for undergraduate and graduate degree programs and research in the humanities and social sciences

Start Date	Due Date	Progress
1/1/2018	12/31/2018	<div style="width: 0%;"></div> 0%
Weight 20%		

Innovation

Create and promote innovative and collaborative research, teaching and community engagement opportunities and develop and maintain appropriate physical environments

Start Date	Due Date	Progress
1/1/2018	12/31/2018	<div style="width: 0%;"></div> 0%
Weight 20%		

Student Recruitment

Recruit qualified undergraduate and graduate students



Start Date
1/1/2018

Due Date
12/31/2018

Progress
 0%

Weight
20%

Support Student, faculty and department needs

Support the full spectrum of department, student and faculty needs through funding, travel and development opportunities and by providing a responsive, full-service dean’s office

Start Date
1/1/2018

Due Date
12/31/2018

Progress
 0%

Weight
20%

University Strategic Planning

Support the University’s strategic planning and accreditation processes

Start Date
1/1/2018

Due Date
12/31/2018

Progress
 0%

Weight
20%

Development Planning

Attend accreditation conferences

Item	Type	Due Date
attend 2018 SACS annual conference in New Orleans, Atlanta class of 2020 meeting, and new standards workshop in Baton Rouge	Action Step	12/31/2018

Improve Spanish language skills

Item	Type	Due Date
Attend Spanish immersion camp in Cuerna Vaca, Mexico	Action Step	8/1/2018

develop fundraising skills

Item	Type	Due Date
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Attend Loyless fundraising workshop

Action Step

1/31/2018

Meet and network with UL System faculty and staff

Item	Type	Due Date
Attend System Conference Southeastern	Action Step	2/28/2018

Engage with Freshman across University

Item	Type	Due Date
score UNIV projects	Action Step	4/23/2018

Engage in community arts administration

Item	Type	Due Date
serve as member of Chorale Acadienne board	Action Step	12/31/2018

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators
Jordan Kellman



Signatures

X Jordan Kellman
Employee

1/10/2019
Date

X

Second Level Evaluator

Date

X Jaimie Hebert
Evaluating Supervisor

1/10/2019
Date