2017 Annual Evaluation Form - Senior Administrators

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

REVIEWER

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

Robert McKinney

999260|Assistant Vice President, Acad
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
Robert McKinney (Self)	██████
Jaimie Hebert (Manager)	████████

Comments

Robert McKinney (Self):

The Assistant Vice President for Faculty Affairs is a member of the Provost's leadership team and reports to the Provost and Vice President for Academic Affairs. In this role, I assist with academic administration, policy, planning, and leads campus-wide initiatives under the direction of the Provost. In particular, I am responsible for nurturing excellence in the university's faculty through facilitating appointment, development, retention and promotion, and associated faculty experiences.

- Faculty appointment and retention:
  - [x] Recruitment of dedicated and well-qualified new faculty
  - [x] Guide the recruitment, development, and retention of a diverse and dynamic faculty and academic staff

- [x] Coordinate faculty search processes, and credential reviews
- [x] Lead faculty orientation for new faculty members

Faculty and staff development:
- [x] Implemented academic policies and initiatives to develop the faculty
- [x] New professional development opportunities
- [x] Direct faculty development opportunities
- [x] Strengthen the research infrastructure
- [x] Support the role of technology innovative teaching and learning practices
- [x] Enable faculty and staff to achieve their goals
- [x] Works across divisions to implement Endowed Professorship and Chair programs

Faculty workload and promotion:
- [x] Mentor deans in budgeting hiring priorities
- [x] Address faculty and staff salary issues
- [x] Methodologies for performance review

Associated faculty experiences:
- [x] An effective spokesperson for the academic mission of the university
- [x] Efforts to automate, streamline, and simplify business processes
- [x] Commitment to diversity
- [x] A thoughtful approach to decision-making consensus through meaningful collaborations
- [x] Strategic plan implementation
- [x] Liaison to external organizations
- [x] Communicate effectively
- [x] Liaison to Department Head Council
- [x] Collaborates with Deans
- [x] Work collaboratively with Faculty Senate to update policies in the Faculty Handbook
- [x] Lead Department Head Task Force to examine the duties, responsibilities and compensation of department heads

Academic Facilities:
- [x] Advise on the efficient use of university facility resources

Academic Advising:
- [x] Enhance student engagement

Leadership Method:
- [x] Demonstrates a commitment to development of others and to continuous self-learning
- [x] Ensure alignment of programs, processes, and procedures with the University mission, vision, and strategic plan
- [x] Sets priorities for Faculty Affairs, ensures alignment of programs, processes, and procedures and takes action
- [x] Respects and treats others fairly, models ethical standards and integrity
- [x] Uses data-driven decision making for continuous improvement

Jaimie Hebert (Manager):
Robert has done an extraordinary job maintaining continuity within academic affairs over the past several years.

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
Robert McKinney (Self)	███
Jaimie Hebert (Manager)	███

Comments

Robert McKinney (Self):

Associated faculty experiences:

* Liaison to Department Head Council attends monthly meetings to provide updates from Academic Affairs, evidenced through Meeting Agendas, and Academic Affairs website.

* Collaborates with Deans attends regular deans meetings and has ongoing communication with deans on issues specific to their respective college, evidenced in meeting agendas, phone logs, and emails.

* Works across divisions to implement Endowed Professorship and Chair programs, working with Administration and Finance, Advancement, Academic Colleges and Departments, and President and Provost Offices, evidenced through emails, telephone logs and correspondence, and Academic Affairs website.

Evidence available upon request.

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
Robert McKinney (Self)	████
Jaimie Hebert (Manager)	███

Comments

Robert McKinney (Self):

Faculty appointment and retention:

* Recruitment of dedicated and well-qualified new faculty: approves all hiring requisitions to review position announcements; approves qualification of all Academic Affairs personal through PAF process; maintains Teaching Qualifications Tables; addresses questions of search procedures, hiring priorities, and offer letters as evidenced in Requisitions, PAF's approvals, and Academic Affairs website.

* Guide the recruitment, development, and retention of a diverse and dynamic faculty and academic staff, held webinar for department heads and associate deans on overcoming unconscious bias in search processes, including interview questions, as evidence in event schedule.

* Lead faculty orientation for new faculty members, includes coordination with Human Resources regarding benefits and policies, directing session on the culture of the University working with Vice Presidents, and session on polices, procedures, and technology to assist faculty in teaching, research, and service. Evidenced through orientation agendas and evaluations, and Academic Affairs website.

Faculty and staff development:

* Implemented academic policies and initiatives to develop the faculty, evidenced by revision of Endowed Chair

Professorship and Chair policies.

* New professional development opportunities, evidence by subscription to Magna Monday Morning Mentor.

* Direct faculty development opportunities, coordinated list of workshops and seminars offered by various units across campus.

* Strengthen the research infrastructure, evidence through management of Research Travel Grant program.

* Support the role of technology innovative teaching and learning practices, through the bi-annual review of faculty STEP grant applications.

* Enable faculty and staff to achieve their goals, through ongoing workshops and seminars.

Academic Advising:

* Enhance student engagement, through efforts to reorganize the Academic Success Center and First-Year Experience and conducting the search for the Executive Director of Student Success.

Evidence available upon request.

Communicates Openly and Listens

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

Reviewer	Rating
Robert McKinney (Self)	███████
Jaimie Hebert (Manager)	████

Comments

Robert McKinney (Self):

Associated faculty experiences:

* An effective spokesperson for the academic mission of the university, through meeting with Deans, Department Heads, and faculty to discuss initiatives and proposals such as compensation for department heads.

* Efforts to automate, streamline, and simplify business processes, ongoing process to improve the effectiveness of process of the Office of Faculty Affairs which includes educational grants, travel grants, endowed professorships, endowed chairs, and faculty awards.

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
Robert McKinney (Self)	███████
Jaimie Hebert (Manager)	████

Comments

Robert McKinney (Self):

Associated faculty experiences:

* Commitment to diversity, demonstrated through sponsoring webinars on inclusive faculty searches.

* A thoughtful approach to decision-making consensus through meaningful collaborations, demonstrated through committee structures for selection of education grant, travel grant, and faculty awards.

* Liaison to external organizations, evidence through service to the Louisiana State Board of Architectural Examiners.

* Communicate effectively, through the faculty-announce list to inform faculty of initiatives and changes in policy or procedure.

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
Robert McKinney (Self)	████████
Jaimie Hebert (Manager)	████

Comments

Robert McKinney (Self):

Leadership method:

* Demonstrates self-awareness of strengths and limits, self-management to lead oneself effectively, social awareness and relationship management conveying empathy towards others, as evidenced through relationships with office staff, faculty, deans, department heads and staff and administrators across campus.

* Demonstrates a passion for student, faculty, and staff learning, as evidenced through advocacy and initiatives to improve student learning and develop the faculty.

* Proficient in managing relationships and building networks with faculty, deans, department heads and staff and administrators across campus.

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
Robert McKinney (Self)	████████
Jaimie Hebert (Manager)	████

Comments

Robert McKinney (Self):

Faculty workload and promotion:

* Mentor deans in budgeting hiring priorities, evidenced through annul hiring priorities submitted to Provost, VP for

Administration and Finance and President.

* Address faculty and staff salary issues, ongoing through salary analyzes in setting hiring priorities, through managing the faculty merit process, and through conducting analyze for market adjustments.

Academic Facilities:

* Advise on the efficient use of university facility resources, working with facilities data and deans and department heads to improve efficiency, evidenced through annual BOR Facilities reporting.

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
Robert McKinney (Self)	███████
Jaimie Hebert (Manager)	█████

Comments

Robert McKinney (Self):
Associated Faculty Experiences
* Strategic plan implementation

Leadership Method:
* Ensures alignment of Faculty Affairs with University Mission, Vision and Strategic Plan, through work on the Strategic Plan Implementation task force, specifically leading several intiiateve relating to the faculty such as developing a proposal for a Center for Teaching and Learning Excellence.
* Align decisions and communication with culture and values of the University, evidenced through alignment of Faculty Affairs programs, processes, and procedures to mission and strategic plan.

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
Robert McKinney (Self)	███████
Jaimie Hebert (Manager)	█████

Comments

Robert McKinney (Self):
Faculty workload and evaluation
* Methodologies for performance review

Leadership Method:

* Takes action to achieve specific results demonstrated through advancement of programs, processes, and procedures.
* Articulates who is accountable and responsible for follow through, evidenced through success of Faculty Affairs programs, processes, and procedures.
* Sets a rhythm of meetings and scheduled communications to ensure the constituents stays aligned, evidenced through regal meetings with staff and those reporting to AVPAA.

Establishes Trust

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

Reviewer	Rating
Robert McKinney (Self)	███████
Jaimie Hebert (Manager)	█████

Comments

Robert McKinney (Self):
Associated faculty experience
* Work collaboratively with Faculty Senate to update policies in the Faculty Handbook.

Leadership Method:
* Being open and honest about changes that will impact faculty and staff, evidenced through communication through faculty announce list to faculty, and meetings with deans and department heads.
* Effectively communicating by talking to faculty and staff, demonstrated through meeting with faculty and the Faculty Senate.
* Ask faculty and staff what's most important to in terms communication, feedback, and recognition evidence through including faculty on committees and task forces.
* Listen effectively by asking meaningful questions, demonstrated through meetings with administrators, deans, department heads, committees, and faculty.
* Be respectful of accomplishments and failures, demonstrated through recognition contributions of others and taking responsibility for actions that are not successful

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
Robert McKinney (Self)	███████
Jaimie Hebert (Manager)	█████

Comments

Robert McKinney (Self):
Associated Faculty Experience:

* Explains why faculty and staff contributions help address challenges and contribute to the university's advancement
* Ensures faculty and staff know ho their work makes a difference to student learning
* Pays attention to needs of faculty and staff demonstrating caring and coaching providing opportunities to learn
* Ensures faculty and staff have a role in implementing new ideas
* Establishes appropriate incentives to inspire performance and significance

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
Robert McKinney (Self)	██████
Jaimie Hebert (Manager)	███

Comments

Robert McKinney (Self):
Faculty workload and promotion:
* Ongoing efforts to develop database of faculty workload.

Leadership Method:
* Lead with integrity demonstrated through decisions and interactions with faculty, administrators, staff, and students.
* Identify the need for change to innovate to improve learning, evidenced through revision to Faculty Affairs programs, processes, and procedures.
* Develops an understanding of the challenges facing higher education and UL Lafayette
* Ensures that key constituents have a role in determining vision alignment, responsibility, accountability, and oversight

Shapes Stategic 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
Robert McKinney (Self)	██████
Jaimie Hebert (Manager)	███

Comments

Robert McKinney (Self):
Associated faculty experience:
* Lead Department Head Task Force to examine the duties, responsibilities and compensation of department heads

Leadership Method:

* Promotes enduring success of the university through questions and conversations
* Understands the data that is important to analyze the challenges facing the university
* Takes decisive action that aligns with the Mission, Vision, and Strategic Plan of the university
* Builds a commitment to the university's direction through including others in the process and developing relationships

Goal Planning

Directions

Please enter goals for the coming year.

Facilitate recruitment and retention of highly qualified faculty

Goal 4 Facilitate recruitment and retention of highly qualified faculty and successful faculty and academic personnel in order to meet the educational needs of students, facilitate collaboration, and improve the classification of the university. *(Strategic Plan Faculty SI 2 Expand faculty staffing to meet or exceed peer standards for student to faculty ratios, choices of course offerings, and faculty diversity. SI3 Offer Competitive faculty salaries to recruit and retain the best faculty.)*

Start Date	Due Date	Progress	
1/1/2019	12/31/2019		0%

Weight
14%

Faculty academic personnel accomplishments and expertise

Goal 3 Promote the pursuit and awareness of scholarly activities, creative endeavors, and faculty academic personnel accomplishments and expertise. *(Strategic Plan Research SI 1 Enhance supporting infrastructure for the conduct of research and innovation.)*

Start Date	Due Date	Progress	
1/1/2019	12/31/2019		0%

Weight
14%

Goal 1 Enhance academic quality in order to increase student success in the pursuit of knowledge.

Strategic Plan Students SI 1 Recruit, retain, and graduate outstanding students...

Start Date	Due Date	Progress	
1/1/2019	12/31/2019		0%

Weight
14%

Planning and assessment

Goal 6 Serve as a centralized source for planning, assessment, reporting, and data analytics. (*Strategic Plan Governance SI 2 Provide each level of governance with data analytics capabilities that create a collaborative culture and increase the University's overall impact.*)

Start Date	**Due Date**	**Progress**	
1/1/2019	12/31/2019		0%

Weight
14%

Professional development opportunities for faculty and academic personnel

Goal 2 Provide a progressive environment including appropriate resources and professional development opportunities for faculty and academic personnel in order to offer expectational education opportunities that advances a rigorous and contemporary curriculum, moves forward knowledge, and cultivates sensibilities to further research and innovation. *(Strategic Plan Faculty SI 4 Provide professional development)*

Start Date	**Due Date**	**Progress**	
1/1/2019	12/31/2019		0%

Weight
14%

SACSCOC accreditation

Goal 7 Ensure compliance with SACSCOC accreditation requirements.

Start Date	**Due Date**	**Progress**	
1/1/2019	12/31/2019		0%

Weight
16%

Shared governance

Goal 5 Establish processes for shared governance in order to facilitate trust, teamwork, and collaboration. (*Strategic Plan Governance SI 1 Establish a shared governance model that facilitates trust, teamwork, and cross-functional collaboration, and aligns all stakeholders to the vision and mission.*)

Start Date	**Due Date**	**Progress**	
1/1/2019	12/31/2019		0%

Weight
14%

Development Planning

Leadership Development

Item	Type	Due Date
CUPA and ALLI Webinars	Action Step	12/31/2019

AASCU Becomming A Provost Academy

Item	Type	Due Date
Complete BAPA program	Action Step	12/31/2019

SACSCOC Evaluator Training

Item	Type	Due Date
Complete evaluator training	Action Step	12/31/2018

SACSCOC Assessment Institute

Item	Type	Due Date
Attend SACSCOC Summer Assessment Institute	Action Step	12/31/2018

SACSCOC Annual Meeting

Item	Type	Due Date
Attend SACSCOC Annual meeting	Action Step	12/31/2018

AASCU Summer Meeting

Item	Type	Due Date
Attend AASCU Summer Meeting	Action Step	12/31/2018

SACSCOC 2020 Reffarimation Class Training

Item	Type	Due Date

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators
Robert McKinney

████████████████████████

Signatures

X Robert McKinney   X Jaimie Hebert
Employee   Evaluating Supervisor

1/29/2019   1/25/2019
Date   Date

X

_____
Second Level Evaluator

_____
Date