

## Performance Evaluation and Merit Pay

The University conducts an annual performance evaluation which rates a faculty member's performance. A faculty member's department head or immediate supervisor, sometimes with the assistance of a departmental personnel committee, evaluates that person's performance in the areas of teaching, research and professional activities, and university and community service. The department head's evaluation is ultimately reviewed by the dean of the college and by the Provost/Vice President for Academic Affairs, both of whom may adjust the faculty member's overall evaluation relative to other members of the college or the University.

The evaluation instrument used in each college may vary slightly, but the general procedure and aims of the process are similar. The evaluation instrument, which a faculty member completes in January each year, summarizes the person's activities for the preceding calendar year. Faculty members are judged on the basis of their overall merit in all activity areas.

**Rating Scale** (to be used in conjunction with college and/or departmental rubrics)

- **5** = Exceptional—distinction, extraordinary productivity/performance beyond annual expectations
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- **4** = Exceeds expectations—high quality, performance/productivity that can be sustained annually
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- **3** = Meets expectations—quality, performance/productivity can be strengthened and sustained annually
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- **2** = Needs Improvement—requires improvement in one or more areas
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- **1** = Unsatisfactory performance—requires significant improvement in one or more areas

Rating below a two (2), twice in any consecutive three-year period indicates continuing serious problems that must be addressed by the faculty member, the department head, and the dean. A faculty member rated below a two (2) two consecutive years or three times in a five-year period is subject to a formal remediation process, as delineated in *Remediation Procedures for UL Lafayette Personnel with Category V Merit Evaluations* (Document XXXV in the *Faculty Handbook*).

Following their evaluation and ranking process, individual departments submit their results to the dean of their college, who must review the results and integrate the merit rankings of the departments in that college. The Provost/Vice President for Academic Affairs integrates the rankings of all University faculty. Ultimately, salary increases awarded by the University are based on these merit rankings and are generally awarded at the beginning of the academic year. However, the dollar amount of the raises cannot be set until the Legislature allocates funds to higher education (usually in the Summer) and the Board of Supervisors approves the University's proposed operating budget (usually in August).