



2017 Annual Evaluation Form - Senior Administrators

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



REVIEWER

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



Fabrice Leroy

999330|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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):

Mission of Office of Academic Affairs, Academic Programs:

The Office of Academic Affairs, Academic Programs is dedicated to supporting academic departments in the areas of curriculum management, programmatic vitality and development, and program articulation. The Office of Academic Affairs, Academic Programs oversees the Registrar's Office and the Office of Global Engagement.

Goal 1. Assist Departments and Colleges in creating new degree programs and updating existing programs to meet student and market demands.

Task 1: Develop, review, and edit thorough and convincing Letters of Intent and Full Proposals for new programs; Follow up



on program approval with UL System and Board of Regents

Progress in 2017:

- Proposal for a new Lab School (approved)
- UL Life program (approved)
- New Ed. D. Concentrations (Curriculum Leadership; Exceptional Learner) (approved)
- Ph.D. in Earth and Energy Sciences (LOI)
- MS in Athletic Training (LOI)
- MAT in Elementary Education/Immersion concentration (LOI)
- MFA in Intermedia Studio (development in progress)
- Bachelor of Interdisciplinary Studies (BIS) (LOI submitted and withdrawn at BoR's request)

Task 2: Review proposals to offer existing programs via online delivery

Progress in 2017:

- Bachelor of General Studies (adult completion BGS online)
- MBA (online)
- Serve on Distance Learning Leadership Council

Task 3: Support interdisciplinary program initiatives

Progress in 2017: Ph.D. in Earth and Energy Sciences

Goal 2: Protect, review, and improve existing programs.

Task 1: Review, edit, and improve accreditation reports and responses to accreditation site visits

Progress in 2017: ACEN accreditation report (Nursing)

Task 2: Provide campus feedback on Letters of Intent and Proposals for other universities in the UL System

Task 3: Support General Education

Progress in 2017: Serve on General Education Committee (revise assessment protocol and learning objectives of Gen. Ed. Classes, revise Gen. Ed. curriculum)

Task 4: Promote Global Engagement and curricular exposure to international competencies; Supervise Office of Global Engagement.

Progress in 2017:

- Chair International Initiatives Task Force and implement recommendations
- Create Office of Global Engagement, following recommendations of International Initiatives Task Force
- Meetings on joint initiatives with University of Toulon (France), French Consul Vincent Sciana, French Consulate Attaché Nicolas Torres
- Serve on Study Abroad Committee

Task 5: Draft and submit Progress Reports on academic programs and Low Completer Reports to Board of Regents

Progress in 2017:

- 2017 Progress Reports: BA in Music, MS in Criminal Justice, MS in Accounting, GC in Non-Public Schools



Administration, GC in TESOL (Continuation Appeal), Center for Business and Information Technologies

- 2017 Low Completer Reports: BA in Organizational Communication, MA in French, BA in Anthropology, BS in Physics, MS in Physics, BA in Music, BSBA in Insurance and Risk Management

Task 6: Provide support for Strategic Program Review

Progress in 2017: Serve on Strategic Program Review Committee and provide academic affairs leadership to Strategic Program Review effort.

Goal 3: Serve as Chief Articulation Officer for the University

Task 1: Review 2+2 articulation agreements and transfer pathways with community colleges

Progress in 2017:

- Annual Update of State Articulation Matrix
- Meeting with SLCC representatives to review curriculum alignment
- Academic Common Market requests
- 2+2 articulation agreement with SLCC (Business)
- Articulation agreement with LSMSA
- Southern Law School 3+3 exploratory meetings
- 2+2 Articulation agreement with LSU-E (Biology)

Task 2: Review, edit, and route Memoranda Of Understanding for President's signature

Progress in 2017:

- MOUs with Sophia University (Japan) and Toyo University (Japan)
- MOU with Kasetsart University (Thailand)
- MOU with Southern Cross University (Australia)

Goal 4: Ensure efficiency in student support

Task 1: Supervise Registrar's Office

Progress in 2017:

- Create Transfer evaluation taskforce and implement recommendations (creation of 2 new Transfer Evaluation Specialists positions)
- Review and recommend approval of requests for new positions
- Approve the creation of program codes in Banner
- Facilitate alignment of DegreeWorks, Catalog course listings, and Advising

Task 2: Coordinate the efforts of the Office of Student Success with Academic Affairs

Progress in 2017:

- Supervise assistant director of UNIV 100 (Clay Weil)
- Assist in reorganization of Student Success as a new campus entity
- Participate in NSSE task Force

Goal 5: Supervise curriculum management process and changes to academic policies

Task 1: Approve course changes, catalog updates (course descriptions, curriculum descriptions, and policies)

Progress in 2017:

- Supervise Curriculum Management Coordinator (Amanda Payne)
- Approve 381 course change forms
- Participate on Committee on Academic Affairs and Standards (CAAS)

Task 2: Review and approve course substitutions for degree programs

Progress in 2017: Review and approve 161 course substitutions

Goal 6: Facilitate implementation of strategic plan

Task: Monitor progress on strategic plan initiatives

Progress in 2017: Serve on Strategic Plan Implementation Task Force

Goal 7. Take a leading role in SACS-COC reaccreditation process

Tasks: Review new standards; Organize and delegate sections of the report; Research compliance reports and QEPs from other institutions; Write lengthy sections of Compliance Report

Progress in 2017:

- Meet weekly with SACS Work Group to review progress on compliance report and QEP
- Attend monthly meetings of Assessment Council
- Serve on QEP Task Force
- Attend annual SACS-COC conference in Dallas

Jaimie Hebert (Manager):

This is an excellent plan for his area.

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):

I collaborate with faculty, deans, and department heads, as well as unit directors, administrators, and staff on a daily basis. Areas of collaboration include new program development, curriculum management, SACS re-accreditation, strategic plan implementation, program articulation and exchanges, general education, global engagement, student support, etc. I serve on many university-level committees (deans council, assessment council, strategic program review, general education, academic affairs and standards, tuition and fee appeals, SACS work group, study abroad, etc.)

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):

I have served on multiple search committees for key university positions. I take great care in supporting and mentoring my staff, especially those in the Ed.D program seeking career advice.

Communicates Openly and Listens

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

Reviewer	Rating
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):

Most of my work involves writing, editing, and improving documents for a specific audience, as well as discussing and solving problems constructively in committee settings.

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):

I served on the search committee for the Director of Equity, Diversity, and Community Engagement and for the Executive Director of Global Engagement, a position that I have championed for many years. As an international faculty member, I value diversity, equity, and inclusion. I have written several books dealing with multiculturalism and postcolonial issues, and

taught many classes on these subject matters.

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):
I have a calm temperament and a sense of humor.

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):
My work is not financial in nature. I do not oversee a budget, nor make any decisions relative to expenses. However, all new program proposals take into account future spending (assistantships, new faculty lines, library funds, etc.) and provide an accurate study of costs.

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Fabrice Leroy (Self):
I serve on the Strategic Plan Implementation Committee and regularly review progress on all strategic imperatives. I correspond weekly with the UL System and the Board of Regents and submit all requested reports for the institution, and I



ensure that the University is in compliance with Board policies. I support program health and program growth in the areas that the University has defined as areas of excellence. I play an important role on the SACS re-accreditation team in demonstrating that our programs and policies are aligned with SACS standards.

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	████

Comments

Fabrice Leroy (Self):

I do my best to ensure execution of projects. All programs in development for the past 4 years have been approved and implemented. Catalog changes and policy changes are implemented. The 5th-year SACS-COC interim report was a success and resulted in continued accreditation. New positions that I helped to conceptualize were created to foster progress at the institution (Student Success, Global Engagement, etc.). The Registrar's office is becoming more efficient as a result of initiatives that Mr. Diez and I proposed. New MOUs were signed and put into practice. Progress Reports and low completer reports were successful in protecting programs from elimination. The accreditation reports that I thoroughly edited were successful as well.

Establishes Trust

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

Reviewer	Rating
Fabrice Leroy (Self)	████
Jaimie Hebert (Manager)	████

Comments

Fabrice Leroy (Self):

I believe that the people with whom I work would support the notion that I am ethical and have integrity.

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
Fabrice Leroy (Self)	██████
Jaimie Hebert (Manager)	████

Comments

Fabrice Leroy (Self):

I believe in critical thinking and always strive to contribute positively to any debate, project, or discussion. My position is not one of authority.

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
----------	--------

Fabrice Leroy (Self)	██████
----------------------	--------

Jaimie Hebert (Manager)	██████
-------------------------	--------

Comments

Fabrice Leroy (Self):

I believe in continuous improvement, although my approach is more grounded in qualitative analysis than quantitative methods.

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
----------	--------

Fabrice Leroy (Self)	██████
----------------------	--------

Jaimie Hebert (Manager)	██████
-------------------------	--------

Comments

Fabrice Leroy (Self):

See Strategic Plan Implementation above.

The creation of new programs is all about innovation and growth.

Goal Planning

Directions

Please enter goals for the coming year.

Goal 1. Assist Departments and Colleges in creating new degree programs and updating existing programs to meet student and market demands.



Develop, review, and edit thorough and convincing Letters of Intent and Full Proposals for new programs; Follow up on program approval with UL System and Board of Regents

Review proposals to offer existing programs via online delivery

Support interdisciplinary program initiatives

Start Date

7/1/2019

Due Date

6/30/2020

Progress



0%

Weight

0%

Goal 2: Protect, review, and improve existing programs.

Review, edit, and improve accreditation reports and responses to accreditation site visits

Provide campus feedback on Letters of Intent and Proposals for other universities in the UL System

Support General Education

Promote Global Engagement and curricular exposure to international competencies; Supervise Office of Global Engagement.

Draft and submit Progress Reports on academic programs and Low Completer Reports to Board of Regents

Provide support for Strategic Program Review

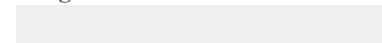
Start Date

7/1/2019

Due Date

6/30/2020

Progress



0%

Weight

0%

Goal 3: Serve as Chief Articulation Officer for the University

Review 2+2 articulation agreements and transfer pathways with community colleges

Review, edit, and route Memoranda Of Understanding for President's signature

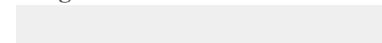
Start Date

7/1/2019

Due Date

6/30/2020

Progress



0%

Weight

0%

Goal 4: Ensure efficiency in student support

Supervise Registrar's Office



Coordinate the efforts of the Office of Student Success with Academic Affairs

Start Date 7/1/2019	Due Date 6/30/2020	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Goal 5: Supervise curriculum management process and changes to academic policies

Approve course changes, catalog updates (course descriptions, curriculum descriptions, and policies)

Review and approve course substitutions for degree programs

Start Date 7/1/2019	Due Date 6/30/2020	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Goal 6: Facilitate implementation of strategic plan

Monitor progress on strategic plan initiatives

Start Date 7/1/2019	Due Date 6/30/2020	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Goal 7. Take a leading role in SACS-COC reaccreditation process

Review new standards; Organize and delegate sections of the report; Research compliance reports and QEPs from other institutions; Write lengthy sections of Compliance Report

Start Date 7/1/2019	Due Date 6/30/2020	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
Weight 0%			

Development Planning

Attend annual conferences for professional development

Item	Type	Due Date
------	------	----------



Attend annual SACS-COC conference; attend academic conferences in my field of teaching and research expertise - (Knowledge Development Objective)

Action Step

2/11/2019

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators
Fabrice Leroy



Signatures

X Fabrice Leroy
Employee

1/10/2019
Date

X

Second Level Evaluator

Date

X Jaimie Hebert
Evaluating Supervisor

1/10/2019
Date