



2017 Annual Evaluation Form - Senior Administrators

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



REVIEWER

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



Nathan Roberts

998767|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
Nathan Roberts (Self)	■
Jaimie Hebert (Manager)	■

Comments

Nathan Roberts (Self):

1. Goal: Re-establish a University Laboratory School at UL Lafayette MET 2017 goal, but not overall goal

In 2016 we determined the best funding mechanism for operating the Laboratory School would be to have it approved as an independent school district so it would qualify for State minimum foundation funds while charging tuition to make up for local dollars. The only way to become an independent school district is through state legislation to amend the law. Accordingly we created a bill, met with legislators to obtain a sponsor on both the house and senate side. When the legislation was introduced we appeared at the house committee on education and testified. The committee passed it unanimously. Then the House passed the bill unanimously.



When the bill made it to the Senate side we again appeared before the Senate Education Committee and testified. The bill was passed by committee unanimously. Then the Senate passed the bill unanimously. Two weeks later, the Governor signed the bill amending state law to all the Laboratory School to operate as an independent school district. We also worked with BESE, the state funding agency and others to determine the process utilized to obtain future funding once the school begins operation. This was the major accomplishment for 2017 for the Laboratory School.

Next steps will be to obtain commitment on site and to obtain funding for the construction of the school.

2. Goal: Separate UL LIFE Program from the Office of the Provost to the College of Education and establish permanent funding and increase enrollment. MET

In 2014, the UL LIFE program was established within the Office of the Provost with four (4) students. In 2015 four additional students were enrolled and in 2016 four more were enrolled for a total of 12 students. Discussions between the Provost and the College and UL LIFE program coordinators determined the program would be better served in the College of Education. Accordingly in 2017, not only did the program increase enrollment to 16, but also steps were taken to move the positions, personnel ect. from the Office of the Provost utilizing a G account to the College of Education and permanent funds for personnel, resources, travel and recruitment. Together the College of Education and UL LIFE Coordinator created policy handbooks, a graduation process for those completing the program, transition of all accounts and funding from Office of Provost to the College of Education including approval by the US Department of Education as a Comprehensive Transition and Postsecondary program thereby qualifying for federal student funding. Permanent accounts for all activities were created and funded completing the transition.

3. Goal: Creation of new undergraduate and graduate programs PARTIALLY MET

This year both the UL System and the Board of Regents approved the Letter of Intent to create a new Master of Arts in Teaching for Elementary Education with concentrations in Immersion Education or Elementary Education.

The request for an extension to submit "Requests for approval for Innovative Programs" for the Teacher Preparation undergraduate and alternative certification programs was approved by BESE. Final program applications will be submitted in 2018.

The effort to create two (2) concentrations for the Ed. D. program were completed. The Exceptional Learner concentration was approved internally to start in summer 2018 and the Curriculum and Instruction Leadership was approved internally to start in fall 2018.

Off campus cohorts for the Masters in Educational Leadership were created to increase enrollment. A cohort in Rapides Parish and a cohort in St. Mary Parish were created and faculty from campus travel to the district to teach. Students in these cohorts will graduate in Summer 2019 and help fill the leadership needs in the participating districts.

4. Provide service to the profession through presentations and service on boards MET

In January 2017 I presented at the state Council for Exception Children conference and was recognized with the Louisiana CEC Higher Education Professional of the Year award. I was appointed by the Governor to serve on the Louisiana College and Career Readiness Commission and I served as the college representative on the Louisiana Association of Colleges of Teacher Education. I also continued serving on the national board for the National SAMS Innovation Project, a non-profit organization that serves over 750 schools in 22 states.

Jaimie Hebert (Manager):

We will expand these goals to broader areas.

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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Nathan Roberts (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Nathan Roberts (Self):

Beginning my first full year as dean I have begun to establish some networks within the university and the community to advance the college. The teacher preparation program relies on other colleges to provide the content for the students. To assist that endeavor we have begun working with each area to provide feedback and praxis results to inform teaching practices for each content area. We created a cross discipline research conference co-chaired by faculty from each department and school within the college. The Ed. D. concentrations were the result of collaboration and effort from two separate departments and faculties that will ultimately enhance the doctoral program. In summer 2017 the GEAR-Up grant folks in the college of education collaborated with the Business college folks to offer a summer teacher leader program. Faculty in the college make up all committees and recently reworked up the tenure and promotion process for the college and the distinguished professorship review. The college has an administrative council made up of the associate dean, assistant dean, assessment coordinator, director of teacher clinical experience and 4 department heads. This group reviews policies and procedures and assists in operating the college. Outside the college we work with the Louisiana Association of Colleges of Teacher Education and the Southwest Superintendents association to improve teacher education. Faculty and students regularly stop by to discuss issues that impact them.

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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Nathan Roberts (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Nathan Roberts (Self):

Recent hires by the college of education supports and reflects the diversity sought by the university. The college is working with the Office of Equity, Diversity and Community Engagement Office for Campus Diversity to study and enhance the diversity efforts on campus. The college offers opportunities to enhance faculty skills through brown bag sessions on grant writing, support letter writing, vita development ect.. Department heads meet with faculty to review performance and provide suggestions for improvement. Faculty retreats occur regularly for support and faculty discussions.

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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Nathan Roberts (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Nathan Roberts (Self):

Over the past year multiple avenues of communication have been utilized to advance the college including college wide emails, faculty meetings by college and department and special meetings on relevant topics. Meetings with stakeholders from school districts (their principal meetings), superintendents, and others have raised the awareness of issues facing future teachers. Meet with various groups to advocate for the Laboratory School including board of supervisors various internal groups. Over the past year numerous individual meetings with faculty have occurred to cover issues relative to them (personal and professional) to gain knowledge of ways to assist in their efforts. I regularly send out email updates on happenings with faculty, students, the college and university. Many faculty have commented on the openness of the office and the time provided to allow them to highlight their accomplishments.

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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Nathan Roberts (Self):

The college has worked to increase the diversity of its students by recruiting at local high schools and attending community college events. In all committees and decision making groups efforts are made to be sure all aspects of the college are represented. The college is also working with Office of Equity, Diversity and Community Engagement Office for Campus Diversity on diversity issues on campus.

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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Nathan Roberts (Self):

meetings are held to provide feedback to department heads and staff. Faculty and staff appear comfortable meeting to discuss their concerns and to inquire about things they do not understand or agree with. Faculty and students have responded positively to meetings and discussions on topics of concern or confusion.

Faculty are not asked to do things that I do not also do or complete.

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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Nathan Roberts (Self):

Financial resources are scarce in the college, but efforts have been extended to create additional funds to support college efforts (K-12 school law conference funds). Funds are monitored and distributed equitable to support faculty efforts and college Initiatives. We are always seeking new and different funding mechanisms to support college and faculty programs.

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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Nathan Roberts (Self):

I have periodically kept the President and Provost up to date on BESE and LDOE changes as well as national accreditation standards and changes. Regularly update President and get feedback on Lab School progress. I have worked with faculty to increase grant proposals and national presentations to meet university goals. We have Superintendents to increase student teacher preparation enrollment and recruiting.

We provide updates on activities that impact the university and its mission

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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Nathan Roberts (Self):

Working hard to align to needs of national accreditation as well as new state accreditation guidelines. We worked with SELU on Ed. D. efforts and program advances. Review state efforts at new programs and began working on Innovative model to meet the needs of our students as well as the school districts. We meet regularly as a leadership council to review barriers and needed action and we reach consensus to move forward as a college.

Establishes Trust

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

Reviewer	Rating
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	████

Comments

Nathan Roberts (Self):

I present regularly to districts, our students and faculty on ethic issues and model what is the norm. I treat all faculty fairly and engage in all trainings and activities as faculty so I know what they are experiencing so I can determine appropriate resources and personnel. I describe and provide all with the decisions of the administrative council and dean's office so they know what is happening and why. Faculty are invited to meet and some have, regarding any issues and decisions so they are comfortable with the reasoning and purpose.

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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	████

Comments

Nathan Roberts (Self):

We have worked diligently to promote the Laboratory School and all that it represents to the college, university and community thus creating positive energy and enthusiasm. We have enhanced and promoted the UL LIFE program including the planning and approval for the first ever graduation to occur with the College of Education at the College's commencement. We have worked with school administrators and others to promote the teaching profession and the vision of the college as it relates to education.

We have enhanced the Ed. D. by adding two concentrations and we have worked for approval of a Masters in Athletic Training for the School of Kinesiology. Additionally, efforts have moved forward to create a Ph.D. in the Kinesiology, either stand alone or in collaboration with Biology and Psychology.

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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Nathan Roberts (Self):

We have utilized a continuous improvement model to enhance the college. We review data and determine the best methods to redesign courses, experiences and programs. We have worked to create an advanced summer school for Kinesiology students planning to attend Physical Therapy or Occupational Therapy School. We have work long to create new approaches to summer school and how to manage our large number of graduate students including the creation of off campus cohorts. We started early working on addressing the changes to Banner, DegreeWorks and other software solutions to prepare faculty and staff.

Within the EDFL department and the C & I department, new concentrations in the Ed. D. were created, planned and discussed to increase doctoral program participation by students and faculty.

Shapes Statagic 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
Nathan Roberts (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Nathan Roberts (Self):

The college has worked to align the Ed. D. with the goals of the university by preparing better qualified school administrators, more qualified higher education staff and more overall doctoral graduates. We have created brown bag workshops to enhance grant writing skills and collaborated among faculty to provide guidance to new faculty with regard to grant writing and management. We have nationally recognized faculty that help shape state and national policies and educational programing.

Goal Planning

Directions

Please enter goals for the coming year.

Approval of Innovative Programs for all K-12 Teacher Preparation Programs

Louisiana requires all teacher preparation programs to include a 1 year residency that involves 80% each semester at the

residency school for elementary programs and 60% first semester and 80% secondary semester for secondary programs unless approved for an innovative program.

UL Lafayette piloted an innovative residency for all its programs and seeks to obtain approval for all programs to include a residency of 40% first semester and 100% second semester.

Start Date 1/1/2018	Due Date 12/28/2018	Progress <div style="background-color: #cccccc; width: 100%; height: 15px;"></div>	0%
Weight 100%			

Create and obtain approval from the Board of Supervisors and Board of Regents for a Masters of Athletic Training

Submit and obtain approval for Letter of Intent for a Masters of Athletic Training from the Board of Supervisors
 Submit and obtain approval for a Letter of Intent for a Masters of Athletic Training from the Board of Regents
 Complete draft of full proposal for a Masters of Athletic Training for university approval

Start Date 1/1/2018	Due Date 12/28/2018	Progress <div style="background-color: #cccccc; width: 100%; height: 15px;"></div>	0%
Weight 100%			

Create new initiatives for increasing student enrollment in Teacher Preparation & Kinesiology

Work to increase enrollment and graduation in both teacher preparation programs and kinesiology programs

Start Date 1/1/2018	Due Date 12/28/2018	Progress <div style="background-color: #cccccc; width: 100%; height: 15px;"></div>	0%
Weight 0%			

Creation of a Master of Arts in Immersion and Elementary Education

Create and obtain approval from the Board of Supervisors, board of Regents and Board of Elementary and Secondary Education for a Master of Arts in Immersion and Elementary Education
 Establish all catalog and university requirements and submit for 2018-2019 catalog for Summer 2019 start

Start Date 1/1/2018	Due Date 12/28/2018	Progress <div style="background-color: #cccccc; width: 100%; height: 15px;"></div>	0%
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Weight
100%

Creaton of UL LIFE Program independence components to increase independent living

- Establish with Housing a residential living component
- Establish off campus externships for students in 4th year
- Establish Preview Day program to align with current Preview Day

Start Date 1/1/2018	Due Date 12/28/2018	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
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Weight
100%

Enhance college collegiality and collaboration

- Faculty are housed in 5 different buildings on campus and in the research park; thus reducing the opportunities for faculty to talk to each other and learn about various research and writing opportunities. Goal is to create more inter-department/school efforts.
- Increase opportunities for faculty to engage in dialogue and collaborative by hosting college functions to bring faculty together.

Start Date 1/1/2018	Due Date 12/28/2018	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
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Weight
100%

Increase participation in the Ed. D. program with Curriculum & Instruction faculty and students

- Create new concentrations in the Ed. D. program to address the needs of teacher leaders and curriculum specialist to lead in K-12 schools

Start Date 1/1/2018	Due Date 12/28/2018	Progress <div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%
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Weight
100%

Laboratory School Development

- Obtain approval for Lab School site
- Establish a process for Lab School design competition to seek innovative design and increase recognition for the school.



Increase awareness of Lab School in the community

Create Cases for support scenarios

Start Date

1/1/2018

Due Date

12/28/2018

Progress



0%

Weight

0%

Development Planning

Teach a course to stay current and understand faculty requirements

Item	Type	Due Date
Teach a course	Action Step	12/28/2018

Attend and present at conferences

Item	Type	Due Date
Attend and present at two (2) state or regional conferences or trainings	Action Step	12/28/2018

Raise \$5,000 to assist faculty and the college reach goals

Item	Type	Due Date
Organize and conduct a School Law Conference to increase university recognition and raise funds for the college	Action Step	12/28/2018

Summary

Overall Rating

2017 Annual Evaluation Form - Senior Administrators

Nathan Roberts



Signatures

X Nathan Roberts

Employee

1/13/2019

X Jaimie Hebert

Evaluating Supervisor

1/10/2019



Date

Date

X

Second Level Evaluator

Date

Comments

Nathan Roberts (Self):

Last goal for Innovative K-12 program will be completed in February when they are incorporated into the new catalog.