



2017 Annual Evaluation Form - Executive Level

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



REVIEWER

Jaimie Hebert (Manager), Ernest Savoie (Manager - Co-Planner)



DeWayne Bowie

999892|Vice President, Enrollment Mgt
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
DeWayne Bowie (Self)	██████████
Jaimie Hebert (Manager)	████

Comments

DeWayne Bowie (Self):

The 2017-18 was another great year for the University and the Enrollment Management Division. Our primary goal is to have a very positive impact on enrollment. We had an overall enrollment of 19,291 (record) and a freshman class of 2,982. Both numbers were within the range of our stated goals. Our total enrollment in credit-bearing courses was 17,297. That number was slightly below our goal, but was a respectable achievement.

Jaimie Hebert (Manager):

The overall enrollment achievement was excellent and the credit-bearing decrease was very respectable within the current environment of declining demographics and increased competition for students within our sector.

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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

We host Enrollment Management Division Professional Development Meetings each fall and spring semester focused on accomplishing two main goals. One is building relationships and fostering collaboration within the division. We accomplish this by spending the day together in conversation and planning. We discuss our division goals, accomplishments and plans for improvement. We have lunch together as well on this day to also encourage relationship building within the division.

Our other goal is to build relationships outside of the division by inviting other division to present to the group and engage in conversation about how we can both work collaboratively. This year we visited the College of Nursing and Engineering to learn more about their operations, accomplishments and goals.

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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

We attract and retain a high caliber Enrollment Management team. We often use our networks when vacancies occur to identify talent who could compliment and expand our operations.

We conduct annual evaluations of our team and report division accomplishments to the team. We identify areas that need improvement, formulate a plan to improve and continually monitor progress.

We develop successors by first filling vacant positions in a timely manner. We have weekly department head meetings where we are actively engaged in communicating, planning and assessing our division and each department.

Each department has weekly meeting with their entire staff to communicate with them information discussed in the department head meetings and discuss, plan and assess their departmental goals and objectives.

We also send several staff members to state and regional conferences so that they can develop within their respective areas, build networks outside of the University. Our staff is also encouraged to present at state and regional conferences on our accomplishments at the University. We generally have at least one team presenting at each conference.

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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DeWayne Bowie (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

DeWayne Bowie (Self):

The feedback I receive from students, parents and staff is that one of my strengths is listening and making the person in the front of me feel that they have my undivided attention. This is something I feel is very important and something I work on improving everyday. After listening, I often provide feedback to make sure I what I understood is what was intended. I am open and encourage input from others when developing plans.

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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DeWayne Bowie (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

DeWayne Bowie (Self):

I think that I cultivate and encourage diversity, equity and inclusiveness in all that I do. When faced with challenges or when establishing goals and objectives, I invites other campus members to the conversation to that I will have varied backgrounds in the conversation and in the solution. I continually have conversations with my leadership team on the importance of having a staff that reflects the campus we aspire to be as it relates to diversity.

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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DeWayne Bowie (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

DeWayne Bowie (Self):

I feel that being open to the opinions of others is very important in what we do as a servant to the community. I have an open door policy so that students and the community feel welcome, respected and encouraged to approach me. I know that I personally have room for improvement and I seek ways to improve in those areas.

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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

I understand the role that I play in being a outstanding steward of the federal and state coffers. I also understand and appreciate the financial impact and implications of what my division does. I have these conversations at each of the division meetings so that each team members understands the big picture and how what they do everyday impacts the University.

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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

We begin our strategic planning with a review of the University Strategic Plan. We then identify areas where Enrollment Management can have an impact. Our goals, objectives and strategies are developed with the ultimate goal of assisting the Univerisity in fulfilling it's 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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

The goals and objectives of the Enrollment Management Division are grounded in data. When establishing goals, objectives and strategies, we continually review our competition and what we perceive as threats and develop plans to counter and anticipated challenges. From a recruitment perspective, we are continually seeking feedback from our

recruiters on how we can improve. We also regularly seek this advice from high school guidance counselors.

Establishes Trust

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

Reviewer	Rating
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

I respect all individuals and recognize their importance and value. I do my best to treat everyone fairly and equitably in all that I do. I try to live by what I say and expect of my division team to be respectable, responsible with high ethical standards and 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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

I am a very positive person and try to always look for good in any situation while keeping an eye on challenges. I do my best to convey a sense of optimism with my team, other divisions and the community. I continually discuss with my team the importance of being a team player and support each other and our campus.

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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):

I encourage and require my team to make decisions based on data. Our meetings are lead by reports with institutional



data as the basis of planning and executing. We endorse continuous improvement and live by it by continually assessing goals and making adjustments when needed. On an annual basis, we will review our processes to determine relevance and make adjustments where needed.

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
DeWayne Bowie (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

DeWayne Bowie (Self):
The Enrollment Management Strategic Plan is developed with the University Strategic Plan as the guide. Each department with Enrollment Management also have strategic plans that are aligned with the division plan. The plans are developed with total involvement from each department with the ultimate goal of playing a role in assisting the University in fulfilling its missions.

Goal Planning

Directions

Please enter goals for the coming year.

Develop and sustain a enrollment managent leadership team

Having strong and effective enrollment management leaders can immensely impact the success of Enrollment Management and the University

Start Date	Due Date	Progress
1/1/2018	12/31/2018	<div style="width: 0%;"></div> 0%
Weight 40%		

Enroll a fall 2018 freshman class of at least 3,050

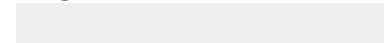
As part of achieving an overall enrollment of at least 19,400, we want to maintain a entering freshman class that can sustain and grow the overall enrollment. Our fall 2017 freshman class of 2,982 was within the range set for the semester. Our fall 2018 goal is to enroll a freshman class of at least 3,050.



Start Date
1/1/2018

Due Date
12/31/2018

Progress



0%

Weight
40%

Development Planning

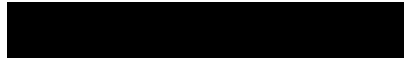
Develop Enrollment Management and Higher Education Leaders

Item	Type	Due Date
Campus Professional Development	Action Step	12/31/2018

Summary

Overall Rating

2017 Annual Evaluation Form - Executive Level
DeWayne Bowie



Signatures

X DeWayne Bowie
Employee

1/7/2019
Date

X Jaimie Hebert
Evaluating Supervisor

12/10/2018
Date