



2017 Annual Evaluation Form - Executive Level

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



REVIEWER

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



Patricia Frilot Cottonham

999774|Vice President, Student Affair
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
Patricia Frilot Cottonham (Self)	■
Jaimie Hebert (Manager)	■■■■

Comments

Patricia Frilot Cottonham (Self):

Begin discussions on a strategic plan for Student Affairs. Include staff stakeholders and campus partners as goals are set. include all levels of staff and encourage participation by all who serve students.

Jaimie Hebert (Manager):

The strategic plan will be extremely beneficial to the division.

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**

Patricia Frilot Cottonham (Self) | [Redacted]

Jaimie Hebert (Manager) | [Redacted]

Comments

Patricia Frilot Cottonham (Self):
An attitude of inclusiveness is encouraged within the Student Affairs department and collaboration is encouraged with our University partners.

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**

Patricia Frilot Cottonham (Self) | [Redacted]

Jaimie Hebert (Manager) | [Redacted]

Comments

Patricia Frilot Cottonham (Self):
National searches are done for job vacancies. Staff are encouraged to participate in continuing education, professional conferences and affiliate with national associations.

Communicates Openly and Listens

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

Reviewer | **Rating**

Patricia Frilot Cottonham (Self) | [Redacted]

Jaimie Hebert (Manager) | [Redacted]

Comments

Patricia Frilot Cottonham (Self):
Open door policy, empower department heads and encourage participation by all staff.

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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Patricia Frilot Cottonham (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Patricia Frilot Cottonham (Self):

I believe Student Affairs is very mindful of the students we serve and make an effort to have our staff reflect our student population. Training is provided and diversity and inclusion is practiced.

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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Patricia Frilot Cottonham (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Patricia Frilot Cottonham (Self):

I expect my staff to be open to the needs and feeling of others and I believe I practice it too. I am not afraid to ask for help or accept the best ideas or recommendations, regardless of who they comes from.

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
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Patricia Frilot Cottonham (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Patricia Frilot Cottonham (Self):

I am not afraid to ask for help when needed.

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
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Patricia Frilot Cottonham (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Patricia Frilot Cottonham (Self):
The Student Affairs Strategic Plan is built on the University's 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
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Patricia Frilot Cottonham (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Patricia Frilot Cottonham (Self):
Regular department head meetings ensures conversations and dialogue.

Establishes Trust

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

Reviewer	Rating
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Patricia Frilot Cottonham (Self)	██████
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Jaimie Hebert (Manager)	██████
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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
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Patricia Frilot Cottonham (Self)	██████
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Jaimie Hebert (Manager)	██████
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Comments

Patricia Frilot Cottonham (Self):
Encourage stakeholders to feel empowered and participate in the success of Student Affairs. All staff are treated equally and all have something important to contribute.

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
Patricia Frilot Cottonham (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Patricia Frilot Cottonham (Self):

Decisions are not made in silos; inclusive participation is encouraged and best practices are considered.

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
Patricia Frilot Cottonham (Self)	██████
Jaimie Hebert (Manager)	██████

Comments

Patricia Frilot Cottonham (Self):

The Student Affairs Strategic Plan will ensure alignment with the University's mission and values.

Development Planning

Attend a professional conference

Item	Type	Due Date
Attend conference	Action Step	1/5/2019

Conduct a professional development workshop for Student Affairs department heads

Item	Type	Due Date
Staff Workshop	Action Step	12/15/2018

Continue and enhance partnerships with fellow VP's and units

Item	Type	Due Date
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Enhance partnerships

Action Step

12/15/2018

Summary

Overall Rating

2017 Annual Evaluation Form - Executive Level
Patricia Frilot Cottonham



Signatures

X Patricia Frilot Cottonham
Employee

1/28/2019
Date

X Jaimie Hebert
Evaluating Supervisor

1/25/2019
Date