



UNIVERSITY of
LOUISIANA
LAFAYETTE

2018 Annual Faculty Evaluation Form

Review Period 1/1/2018 - 12/31/2018



REVIEWER

Melinda Granger (Manager), Melinda Granger (Dean), Jaimie Hebert (External Reviewer)

Name 999513|Professor

Position

Overview

Task Instructions

Self-Evaluation can assist you to: improve the educational experiences you provide for your students, identify the professional education you need to develop further your capacity to teach and research thoroughly and, prepare for your performance review with your department head. Self-evaluation can range from personal reflection to formal assessment. Based on a constructive self-evaluation of your abilities to teach, conduct research and scholarly activities, and participate in service activities. Refer to the Faculty Handbook Document XXI, The University of Louisiana at Lafayette Faculty Workload Policy for additional information regarding each workload track. A faculty member's track will be determined in consultation with his/her department head and dean.

Teaching Activities

Directions

Teaching: The primary function of the University is education, as such a sound educational program is one in which students are guided, engaged, and inspired by faculty. Describe innovations that enhance rigor and quality of student learning, and explain unique class formats, e.g., a single course that has a lecture, lab, clinical component, and multiple faculty members. Course includes all courses such as lecture, labs, studios, clinical, internships, practicums, graduate thesis and doctoral synthesis and dissertations, etc. in which the faculty member is listed as the faculty of record (Note on the paper workload form these were sections A Teaching/Courses; B Individual Studies, Internships, and Practicums; and C Graduate Thesis, Doctoral Synthesis, Dissertation Chair). Include or summarize the appropriate part of the department's evaluation rubric.

Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	

2.0	Needs Improvement	Requires improvement in one or more areas
2.1	Needs Improvement	
2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Coding & Reimbursement Systems FA'18 HIM 405 Sec. 001 Enrollment 20 Credit Hours 3 Lecture 3 Lab

Coding and reimbursement methodologies including Prospective Payment Systems, Diagnosis Related Groups, Resource Based Relative Value System, and other payment methods.



Start Date
8/20/2018

Due Date
12/7/2018

Progress



0%

Weight
0%

Comments

Name (Self):

This course requires extensive revision each year as all the reimbursement methodologies change on an annual basis. It also requires updating all related coding activities as the coding systems change each year.

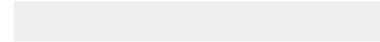
HIM II: Nomenclat&Class System SP'18 HIM 324 Sec. 001 Enrollment 20 Credit Hours 3 Lecture 3 Lab

Coding and indexing of diagnoses and operations using various classification systems and nomenclatures.

Start Date
1/10/2018

Due Date
5/4/2018

Progress



0%

Weight
0%

Comments

Name (Self):

This course requires almost complete revision every year - the ICD-10-CM and ICD-10-PCS changes on an annual basis so all course materials, exercises, etc. have to be updated.

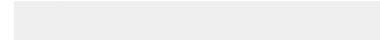
HIM Laboratory II SP'18 HIM 326 Sec. 001 Enrollment 20 Credit Hours 2 Lecture Lab 4

Laboratory exercises to accompany lecture material in HIM 324.

Start Date
1/10/2018

Due Date
5/4/2018

Progress



0%

Weight
0%

Comments

Name (Self):

This course requires almost complete revision every year - the ICD-10-CM and ICD-10-PCS changes on an annual basis so all course materials, exercises, etc. have to be updated

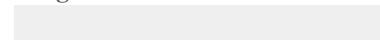
HIM Laboratory III FA'18 HIM 423 Sec. 001 Enrollment 20 Credit Hours 2 Lecture Lab 4

Laboratory projects, exercises, and activities to accompany lecture material in HIM 405 and HIM 431.

Start Date
8/20/2018

Due Date
12/7/2018

Progress



0%

Weight

0%

Comments

Name (Self):

This course requires extensive revision each year as all the reimbursement methodologies change on an annual basis. It also requires updating all related coding activities as the coding systems change each year. Several new exercises were added this year.

Profsnl Practice Exp I FA'18 HIM 453 Sec. 001 Enrollment 12 Credit Hours 3 Lecture Lab 12

Supervised learning experiences in the health information management departments of hospitals and other alternate care facilities. Development of skills for the performance of technical procedures in a health information management department.

Start Date	Due Date	Progress	
8/20/2018	12/7/2018	<div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%

Weight

0%

Profsnl Practice Exp I SU'18 HIM 453 Sec. 001 Enrollment 8 Credit Hours 3 Lecture Lab 12

Supervised learning experiences in the health information management departments of hospitals and other alternate care facilities. Development of skills for the performance of technical procedures in a health information management department.

Start Date	Due Date	Progress	
6/4/2018	7/27/2018	<div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%

Weight

0%

Profsnl Practice Exp II SP'18 HIM 454 Sec. 001 Enrollment 14 Credit Hours 3 Lecture Lab 12

Supervised learning experiences in the health information management departments of hospitals and other alternate care facilities. Development of skills for the performance of technical procedures in a health information management department.

Start Date	Due Date	Progress	
1/10/2018	5/4/2018	<div style="width: 0%; background-color: #ccc; height: 15px;"></div>	0%

Weight

0%



Profsl Practice Exp II SP'18 HIM 454 Sec. 002 Enrollment 11 Credit Hours 3 Lecture Lab 12

Supervised learning experiences in the health information management departments of hospitals and other alternate care facilities. Development of skills for the performance of technical procedures in a health information management department.

Start Date	Due Date	Progress	
1/10/2018	5/4/2018	<div style="width: 0%;"></div>	0%
Weight			
0%			

B. Instructional Activity and Innovation: Course Technology or distance learning development, mentoring activities, retention activities, student research, etc.

Comments

Name (Self):

SEI means are above department, college or university average:

1. SEI means for Spring– equal to or above the University average (5)
2. SEI means for Fall– equal to or above the University average (5)

Is sought nationally as an expert in the field of expertise; establishes self as a nationally and/or internationally known expert in a specialty area (5)

1. Invited to speak on ICD-10-CM/PCS coding at the Louisiana Health Information Management Association and the Northwest District LHIMA on ICD-10-PCS coding
2. Invited to speak on Strategies for Passing the RHIA/RHIT Certification Exams, Interprofessional Education and STEM Education at the Assembly on Education of the AHIMA

Demonstrates leadership in a specialty area which results in the advancement of critical thinking and shaping of knowledge within a specialty area (5)

1. Invited to speak on Interprofessional/Multidisciplinary Education and STEM Education at the AOE
2. Maintained certification as an AHIMA-approved ICD-10-CM/PCS Trainer
3. Invited to sit on the CEE Accreditation Standards Taskforce to review Associate and Baccalaureate CAHIIM Standards

Demonstrates a publication record that influences the substance or teaching within a specialty or discipline(5)

1. Hazelwood, A; Kuehn, L; Venable, C. (2018) *Certified Coding Specialist: Physician-based (CCS-P) Exam Preparation. 8th edition*. Chicago, AHIMA.
2. Sittig, S, and Hazelwood, A. Winter 2018. *Health Information Management Sharing: An Interprofessional/Multidisciplinary Perspective*. Educational Perspectives of Health Information Management. Chicago, AHIMA.
3. Hazelwood, A. and Olivier, D. 2018. *Leadership, Change Management, and Acculturation in the Merger of Two Institutions of Higher Education: A Case Study*. Research Issues in Contemporary Education. V3, #1. LERA.

Lead role in curriculum development (5)

1. Lisa Delhomme and I have been working on the new courses that are being rolled out starting with Spring 2019 semester
2. I have worked with Marissa Lajaunie, Lisa Delhomme, and Jessica McCarthy on creating the new interprofessional legals course
3. I have worked with Rachel Ellison and Bob Garrie along with representatives from University College to offer HSA courses to online general studies majors. Two courses will be offered in the Fall 2019 semester

Lead role in new course creation of new course within the curriculum (5)

1. Began course preparation for a new course that I will be teaching starting in January 2019. This is a new sophomore level course for HIM majors.

Obtains UL certification as course designer during this reported academic year (5)

1. Maintained certifications: ULearn Certified Online Teacher and Certified Online Course Designer; Completed the
2. QM Rubric Update Sixth Edition, July 2018

Recruiting Activities/Retention Activities:

1. Participated in UL Preview Days – March 17th and November 10th

2. Participated in the “Meet and Greet” activity at the beginning of the fall semester to encourage student retention. Developed and conducted senior exam review sessions for the AHIMA Certification Exam (conducted outside of regular course time)
3. Met with the LCHI 207 sophomores at the beginning of both the spring and fall semesters in order to engage these students more effectively in the HIM curriculum. I emphasized that we have an open-door policy and encourage them to stop by anytime
4. Spoke to the incoming graduate students at the Spring and Fall orientation for new students

Other:

1. Conducted two-three hours per week of ICD-10-CM/PCS tutoring (outside of class time)
2. Developed and conducted senior exam review sessions for the AHIMA Certification Exam (conducted outside of regular course time): I taught 23 hours of the review sessions
3. Incorporated technology into the classroom
4. Provided constructive, timely feedback for student assignments
5. Utilized current, evidence-based resources for instruction

C. Instructional faculty development: Include seminars, workshops, discussion groups, etc.

Comments

Name (Self): National

Meetings:

1. Academic Chairpersons Conference; Orlando Florida, February 14-15, 2018
2. Consortium of Baccalaureate and Graduate Programs in Health Informatics and Information Management; March 1-2, 2018. UL Lafayette
3. Assembly on Education of the AHIMA; Indianapolis, Indiana, July, 2018
4. 1AFAR Association Conference; Washington, D.C., September, 2018

State Meetings:

5. Louisiana Health Information Management annual meeting; Lafayette, April 2018

Local Meetings:

6. Acadiana Culture of Health Summit; Lafayette, December 2018

Webinars:

1. **AHIMA:**

- FY 2019 ICD-10-CM Guidelines Update
- FY 2019 Code Updates Affect CDI Profession
- FY 2019 ICD-10-PCS Code Update
- FY 2019 ICD-10-CM Code Update
- PPE: Changing Challenges into Opportunities

American Hospital Association:

- FY 2019 Updates Part 1: ICD-10-CM Codes and Official Guidelines for Coding and Reporting
- FY 2019 Updates Part 2: ICD-10-CM Codes and Official Guidelines for Coding and Reporting

Other:

- Lunch and Learn: Coding and Documenting Wound Care; Trust HCS
- Clinical Indicators and Query Writing; Trust HCS
- Hierarchical Condition Coding (HCC) Coding; Houston Area HIMA
- Strengthening STEM Education thru NSF's ERH Directorate; NSF
- MS-DRGs and the FY 2019 Hospital Inpatient PPS Proposed Rule; Records One

D. Other

Research Activities

Directions

Research: Faculty are to conduct research and produce scholarship and creative works in their respective areas of specialization. Include or summarize the appropriate part of the department's evaluation rubric.

A. Publications, papers, exhibitions, etc.: Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

Comments



Name (Self):

Professorship:

I was awarded the Lafayette General Medical Center/BORSF Professorship in Health Sciences.

Substantially revises a textbook or textbook chapter that is peer-reviewed and relevant to the discipline (5):

Hazelwood, A.; Kuehn, L.; Venable, C. (2018) Certified Coding Specialist: Physician-based (CC-P) Exam Preparation. 8th edition. Chicago, AHIMA.

Lead author for a manuscript accepted for publication in peer-reviewed journal that is relevant to the discipline (5):

Hazelwood, A.; Olivier, D. *Leadership, Change Management and Acculturation in the Merger of Two institutions of Higher Education: A Case Study*. Research Issues in Contemporary Education.

Manuscript accepted to peer reviewed publication (4):

An Exploratory Study Demonstrating the Health Information Management Profession as a STEM Discipline. Prepared by members of the Graduate Resource Alliance of the CEE. Accepted by Perspectives in Health Information Management. Expected Publication date: Spring 2019

B Presentations invited speeches, performances, etc.: Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

Comments

Name (Self):

Designs and presents a program or activity for a national audience (invited or peer-reviewed) (5):

1. *Putting the STEM into HIM*; Presented at the 2018 Assembly on Education Symposium; Indianapolis, July 30, 2018
2. *Interprofessional Academic Collaboration between Health Information Management and other Disciplines*; Presented at the 2018 Assembly on Education Symposium; Indianapolis, July 31, 2018
3. *Sitting Pretty with the RHIA/RHIA Exam*; Presented at the 2018 Assembly on Education Symposium; Indianapolis, August 1, 2018
4. *Results from Department Head Surveys*; Consortium of Baccalaureate and Graduate Programs in Health Informatics and Information Management; Lafayette, March 1-2, 2018

Accepted for national or international podium presentation that has been peer-reviewed and relevant to the discipline (5):

1. Presentation accepted for Nineteenth International Conference on Knowledge, Culture and Change in Organizations in Vancouver, Canada in February 2019.

Serves as a presenter at continuing education programs in area of practice or discipline expertise (5):

1. ICD-10-CM and ICD-10-PCS Updates presented at the NorthWest District of the LHIMA. Shreveport, June 2, 2018
2. ICD-10-CM and ICD-10-PCS Updates presented at the LHIMA State Convention; Lafayette, April 2018

Presentations:**1. Editorial Review Board Activities:**

1. I serve on the Editorial Review board for *Perspectives in Health Information Management*, the peer-reviewed research journal of the AHIMA. I reviewed the *original submission* and all *subsequent revisions* of _____ articles.
 - b. I serve on the Editorial Advisory Board of HC Pros *HIM Briefings*, a national monthly publication.

Review Activities:

- 1.

Mentors clinicians to solve practice problems (4):

In addition to assisting HIM practitioners in the community and state on a weekly basis on some matter, primarily coding, I am also an advisor to the Governor's Mental Health Advocacy Service relating to health information issues in the mental health population.

Demonstrates sustained scholarship activities in a defined line of inquiry (4):

I currently am working on three lines of inquiry and my publication record supports that: Mergers in Higher Education, Organization Culture, and Classification Systems. I am also developing interest on the role of department heads in higher education – I had an article published in 2019 on the challenges of department heads.

C. University Supported Grants: Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding unit, funding amount, and annual research funding managed. Citation format appropriate to the discipline.

Comments

Name (Self):

Co-Principal Investigator, University of Louisiana at Lafayette Faculty Development Grant. Enhancement of the Health Analytics and Decision Support Expertise of Existing HIM Faculty Members. Amount: \$1250. January 2018.

D. Externally Supported Grants: Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding agency, funding amount, and annual research funding managed. Citation format appropriate to the discipline.

E. Graduate Thesis Committee Member/Chair: includes serving on a graduate thesis or doctoral synthesis or dissertation as a member or chair of the committee. Indicate student, titles, and whether the student has defended and graduated (Note these sections previously were under section I Teaching, C Graduate Thesis/ Doctoral Synthesis/Dissertation Chair, D Graduate Thesis/ Dissertation/Synthesis Member).

F. Citations, patents, etc.: list all patents, inventions, and copyrights issued.

G. Recognition/ honors/ awards:

Comments

Name (Self):

Awarded the Louisiana Health Information Management Association's Volunteer of the Year Award in 2018.....

H. Research faculty development: grant writing workshops, online training, etc.

I. Other

Comments

Name (Self):

Serves as a program surveyor on a national certification board (5):

1. Serve on the Health Information Management Advisory Council (HIMAC) of the CAHIIM (national accrediting agency). After site visits are completed, the HIMAC reviews program responses and recommends accreditation or withholds accreditation.

Serves on the editorial advisory board for a publication (4):

1. Serve on the Editorial Review board for *Perspectives in Health Information Management*, the peer-reviewed research journal of the AHIMA.
2. Serve on the Editorial Advisory Board of HC Pros *HIM Briefings*, a national monthly publication.

Service Activities

Directions

Service: Membership in the University community requires support of an active engagement in the governance of the institution, the college, and the department. Include or summarize the appropriate part of the department's evaluation rubric.

A. Advising: Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example semester, the number of students, innovations, and awards.

Comments

Name (Self):

Advised students about careers

Advise students relevant to performance in course

Assisted with job placement for graduates

B. Professional: National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.

Comments

Name (Self):

Affiliations:

- a. American Health Information Management Association (member)
- b. Louisiana Health Information Management Association (member)
- c. South District Louisiana Health Information Management Association (member)
- d. Consortium of HIM Baccalaureate and Graduate Degree Health Informatics and Information Management



Educators (member)

- e. Member of the national AAPC (member)
- f. Acadiana AAPC Association (member)

Chairs a committee, project, or taskforce in a professional and/or community organization (5):

Chair of the HIMAC APAR Triggers Project for CAHIIM

Member of the Graduate Resource Alliance (GRA) of AHIMA’s Council on Excellence in Education. The role of the GRA is to develop educational programs throughout the year and during the annual Assembly on Education meeting. We plan the “Graduate Day” activities.

Member of the HIMAC of the CAHIIM

Member of the 2018 Accreditation Standards Taskforce – review of new CAHIIM accreditation standards

Serve on the Editorial Review board for *Perspectives in Health Information Management*, the peer-reviewed research journal of the AHIMA.

Serve on the Editorial Advisory Board of HC Pros *HIM Briefings*, a national monthly publication.

Serves as a presenter at continuing education programs in area of practice or discipline expertise (5):

ICD-10-CM and ICD-10-PCS Updates presented at the Northw0est District of the LHIMA. Shreveport, June 2, 2018

ICD-10-CM and ICD-10-PCS Updates presented at the LHIMA State Convention; Lafayette, April 2018

Presented at the Student Academy of the LHIMA. April 2018

C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.

Comments

Name (Self):

Chair of a University or Department level committee with an active agenda and meeting schedule (5):

Served as Chair of the University Athletics Committee for the Spring and Summer of 2018 – this committee meets on a monthly basis throughout the calendar year. we met on a monthly basis (including summer months). All members on the committee are a “faculty liaison” to one of the athletic teams. The committee also approves all competition schedules for all sports and attends off campus functions such as the Welcome Back Convocation, dedication of various athletic facilities, and assisting with exit interviews

Accepts additional responsibilities as requested by the President (5):

Serve as Faculty Athletics Representative for the University – the NCAA mandates this position and I am appointed by the President. My role is to serve as a liaison between the institution and the athletic department and to ensure that the academic institution establishes and maintains the appropriate balance between academics and intercollegiate athletics.



Attended the Fall Sunbelt Conference Meeting in New Orleans on October 9-10

Attended the Spring Sunbelt Conference Meeting in Clear Point, Alabama in May

Member of QSN Committee for Student-Athlete Academic Center Assistant Director

Member of Sun Belt Conference Baseball Sports Committee

Member of Compliance Officer QSN Committee

Attend monthly Rules Education meetings

Verify all requests for athletic waivers, budgets for Bowl Games, and interview all potential coaches

Attend monthly All - Staff meetings

Attend all end of year events and Welcome Back Convocation

Member on University or Department level committee with an active agenda and meeting schedule (4):

University:

1. Member of the Dean of the CONAHP QSN Committee
2. Member of the QSN for Provost/Academic Vice President
3. Member of the Faculty Senate
4. Member of the Eminent Scholar Selection Committee for Outstanding Teacher
5. Member of University Grievance Committee

College:

1. Member of the Director, Louisiana Center for Health Informatics and Professor, College of Nursing and Allied Health Professions, Dr. Robert J. Rivet Endowed Chair and Acadian Ambulance Service/BORSF Eminent Scholar Endowed Chair in Health Informatics Selection Committee
2. Member of the CONAHP Faculty/Student Activities Committee
3. Member of the CONAHP Library/Bylaws Committee
4. Member of the CONAHP Distance Learning Committee
5. Member of the Tenure/Promotion Committee

HIM Program:

Member of HIM Program committees:

Comprehensive Exam Committee: prepare the comprehensive examination

Curricular Committee: review any curriculum changes

HIM Advisory Board: ex-officio member

D. Community: Typically, pro bono work for a non-profit organization using expertise from one's discipline include presenting continuing education, programs for public organizations, service on public boards, etc. For example name of the organization, service performed, and effort.

Comments

Name (Self):

Recognized for knowledge in discipline or speciality area locally, state-wide, nationally, and or internally (4):

1. LGMC Membership corporation
2. I serve as an advisor to the Governor's Mental Health Advocacy Service

E. Advising and service faculty development: workshops, online training, etc.

F. Other

Comments

Name (Self):

Mentors clinicians to solve practice problems (4):

In addition to assisting HIM practitioners in the community and state on a weekly basis on some matter, primarily coding, I am also an advisor to the Governor’s Mental Health Advocacy Service relating to health information issues in the mental health population.

Demonstrates sustained scholarship activities in a defined line of inquiry (4):

I currently am working on three lines of inquiry and my publication record supports that: Mergers in Higher Education, Organization Culture, and Classification Systems. I am also developing interest on the role of department heads in higher education – I had an article published in 2019 on the challenges of department heads.

Administration Activities (if applicable)

Directions

Administration: Approved by Dean and Provost/Academic Vice-President. List significant administrative roles, responsibilities, and actions taken. The relative importance of the components varies depending on the role and mission of the unit. These roles may serve multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the University.

A. Academic leadership: student success, qualified faculty, and personnel, instructional programs.

Comments

Name (Self):

1. One of my most important roles is ensuring student success. I am happy to help our last senior class in Dietetics as they began their final year of study. I am pleased with the retention rates in both HIM and HSA as well as our recruiting efforts to increase our numbers of majors.
2. I have been successful in recruiting faculty needed to finish the last year of the Dietetics program. This takes some coordination due to the fact that most faculty are adjunct and some out-of-state.
3. I am in the process of hiring a new faculty member for the HIM program. The initial search was unsuccessful but efforts are continuing.
4. Both the HIM and HSA programs are rolling out their new curriculum; many new courses are being developed and I have been very active in the progression of these new courses.

B. Administrative leadership: governance, unit organizations, communication.

Comments

Name (Self):

1. I provide leadership to the Department of Allied Health in the areas of student retention, student growth, improved student outcomes, faculty support and growth and the overall mission of the college and university.
2. I meet formally with all faculty of the Allied Health Department at the beginning of each semester.

3. I meet with the HIM and HSA program directors on a regular (daily) basis and relay important and relevant information to the faculty.
4. I communicate with the Dietetics faculty on at least a weekly basis to check on the progress of the students, applications for Dietetics Internships, and information concerning practicum and graduation.
5. I communicate with the 10 senior Dietetics majors on at least a weekly basis checking in on their progress in their last semester.
6. I work with Dr. Deb Canter to complete all ACEND documents as well as all documents for the graduate Internships. The program is fully accredited until May 2019.
7. I annually update the Allied Health Policy Manual for distribution to all faculty.
8. I worked on the new web design for the Allied Health department.
9. I worked with Cheri Domengeaux and Amanda Payne to get the catalog information accurate on the UL website.
10. I work very closely with Cheri Domengeaux and Michelle Weaver in all areas of advising including approval all transfer courses for Dietetics, HIM, and HSA.
11. I oversee the following for HIM and HSA:
 - a. workload for all faculty
 - b. master schedules
 - c. book lists
 - d. Live Text submissions in May and September
 - e. Submission of CAHIIM's APAR annual report for the HIM program
 - f. I coordinate Castlebranch requirements for the HIM and Dietetics students; I submit the necessary documentation to the various facilities used for internships/practicums
12. I work with the Internship Coordinator very closely to make sure that all contracts and paperwork are completed for each internship cycle.
13. I monitor Allied Health budget and restricted accounts.
14. I review all travel requests and purchase requests.
15. I completed all master schedules and booklists for Dietetics.
16. I completed administrative reviews for the two Allied Health administrative assistants.

C. Role specific duties: may include development, recruitment, accreditation, etc.

Comments

Name (Self):

1. I am working with the HSA faculty to prepare for certification by the AUPHA. We have been working on completing areas of the certification standards.
2. The HSA faculty and I are working with University College to offer four classes specifically designed for the bachelor of general studies majors. The new course have been developed and approval forms sent to the Academic Affairs office.

Two courses will be offered in the fall of 2019.

3. Recruitment: I work with the HSA and HIM program coordinators to set up a yearly schedule for all recruiting events; I participate in Preview Days and other recruiting activities.

4.

D. Leadership development: workshops, conferences, online training, etc.

Comments

Name (Self):

1. I encourage my faculty to attend faculty development activities, online activities, and conferences as our budget permits.
2. I offered our university to host the 2018 Consortium of Baccalaureate Faculty in March of 2018; I assisted with all preparations - Bob Garrie took the lead role in the meeting.

E. Other

Comments

Name (Self):

1. I am a member of the Department Head Council of the University
2. I have been working with Rhonda Richard and Maristella Mercier to begin the clean out of all labs and offices in anticipation of the closing of the Dietetics program. We began working in the fall semester with the large lab and am moving on to the administrative offices.

Summary

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4.3	Exceeds Expectations	
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4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Overall Summary:

Reviewer	Rating
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Melinda Granger (Manager)

Melinda Granger (Dean)

Comments

Melinda Granger (Manager):

Dr. Hazelwood exhibits exemplary performance as a teacher, scholar, administrator, and member of her profession.

Teaching Evaluation

Directions

Instruction: (formal credit courses and other pedagogical activities)

Evidenced by achievement of learning outcomes e.g., classroom materials, innovation, learning technologies, level and type of classes taught, evaluation by students (SEI) and others, faculty/student relations.

Demonstrates cooperation and collaboration in course and curriculum development e.g., fairness, effective mentoring.

Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	
2.0	Needs Improvement	Requires improvement in one or more areas
2.1	Needs Improvement	
2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	

2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
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4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Instruction) 30

Activity Summary

Comments

Melinda Granger (Manager):

Dr. Hazelwood is a widely recognized as a nationally prominent expert in the discipline. Her teaching integrates the latest and best practices in the field. The past few years, Dr. Hazelwood has worked with HIM faculty to design and implement a new curriculum to reflect updated standards and criteria for education in the discipline.

Strengths/weakness

Comments

Melinda Granger (Manager):

National expert and author of some of the most important textbooks in the discipline. Continually works with faculty to revise curricula and courses to reflect currency in HIM practice.

Outcomes of the program far exceed national averages and are some of the best, if not the best, in the nation under Dr. Hazelwood's direction.

Student evaluations of instruction consistently equal or exceed college and university averages.

No weaknesses identified.

Recommendations

Comments

Melinda Granger (Manager):

Dr. Hazelwood is an experienced, esteemed teacher and respected colleague. She has built and sustains a culture of excellence among her faculty team and in students and alumni.

Section Rating

Reviewer

Rating

Melinda Granger (Manager)

Melinda Granger (Dean)

Research Evaluation

Directions

Research and Scholarship: (basic or applied research, creative endeavors, performances and/or related activities)

Evidenced by peer review; e.g. publications, presentations, grants, performances;

Demonstrates apt balance of independent and collaborative efforts e.g., respect for colleagues; mentoring new researchers and scholars.

Rating Scale

Score

Rating

Description

NA

Not Evaluated

1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
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3.9	Meets Expectations	
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4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	

4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Research) 10

Activity Summary

Comments

Melinda Granger (Manager):

Holder of the Lafayette General Medical Center/BORSF Endowed Professorship in Health Sciences.

Leading contributor to textbooks in the field as lead author.

Manuscript published in peer-reviewed journal in 2018.

Perennial and sought-after presenter on the national stage at conferences in the discipline.

Routinely mentors others in the field.

Research focus continues to evolve - mergers in higher education and the role department head in higher education.

Strengths/Weakness

Comments

Melinda Granger (Manager):

Dr. Hazelwood's strengths in the areas of research and scholarship are noteworthy and are of long duration. Her accomplishments are recognized by her disciplinary peers. She is a sought-after expert in the areas of publication, presentations, and mentorship.

Recommendations

Comments

Melinda Granger (Manager):

Continue to work on progressing the research foundation you have initiated in the areas of higher ed mergers and role of the department head in higher ed. These are important topics worthy of further scholarly exploration.

Section Rating

Reviewer	Rating
Melinda Granger (Manager)	
Melinda Granger (Dean)	

Service Evaluation

Directions

Service: (department, college, or university committees; community development, and professional organizations, formal and informal advising) Evidenced by active engagement e.g., faculty mentoring, recruitment, and organizational responsibilities. Demonstrates leadership e.g., cooperation, and positive attitude.

Advising and Student Life (if applicable) evidenced by work that enhances the educational experiences of students, e.g., advising, mentor, advisor to student organizations, student engagement.

Rating Scale

Score	Rating	Description
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5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Service) 10

Activity Summary

Comments

Melinda Granger (Manager):

Active member of several national, state, and local HIM-affiliated organizations

Assumes responsibilities for important activities for professional organizations at the national level including developing educational programs throughout the year and during the Annual Assembly on Education meeting.

Chair university Athletics Committee through the summer of 2018

Appointed by the President to serve as the university's Faculty Athletics Representative

Member of several university, college, and department committees

Member of the LGMC Membership Corporation

Advisor to the Governor's Mental Health Advocacy Service

Strengths/Weakness

Comments

Melinda Granger (Manager):

Long-standing history of exemplary, active service at the department, college, university, state and national levels.

No weaknesses identified.

Recommendations

Comments

Melinda Granger (Manager):

No recommendations as Dr. Hazelwood has been extremely giving of her time in the name of service to multiple constituencies.

Section Rating

Reviewer	Rating
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Melinda Granger (Manager)

Melinda Granger (Dean)

Administration Evaluation (if applicable)

Directions

Administration: (Applicable only to faculty members with administrative appointments with formal release-time)

Administers effectively; creates supportive culture; demonstrates tolerance of difference; implements consultive decision-making; fosters the unit's goal-focused performance; etc.

Demonstrates leadership, efficient and effective management, effective communication, and mentoring.

Rating Scale

Score	Rating	Description
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NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
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4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

Additional Information

Percent of Workload (Administration) 50

Activity Summary

Comments

Melinda Granger (Manager):

Provides active and very strong leadership to faculty and students in the Department of Allied Health in support of the college's mission and goals.

Assumes a leadership role in the efficient phase-out of the dietetics program.

Effectively manages all program accreditation processes and communications with accrediting bodies.

Meets frequently to assist HSA faculty with process to achieve national certification for the program.

Actively recruits new students and faculty to programs in the department.

Serves as effective conduit of critical information from and to the upper university administration, the Associate Dean, and Dean of the college.

Strengths/Weakness

Comments

Melinda Granger (Manager):

Dr. Hazelwood's major strengths as an administrator are:

1. Facilitates a culture of excellence and upholds standards of excellence among faculty and students in the Department of Allied Health.
2. Excellent communicator to upper administrators and to the faculty and students. Works collaboratively with the other department head in the college to facilitate interprofessional educational and research opportunities.
3. Efficient, organized, extremely capable administrator. Establishes goals and metrics for performance and works with faculty and students in the department to achieve at the highest levels of performance.
4. Is a valued mentor to faculty in her department and to others in the college and the university.

Recommendations

Comments

Melinda Granger (Manager):

It is a pleasure to work with such a strong, seasoned, capable administrator. I have no recommendations for improvement.

Section Rating

Reviewer	Rating
Melinda Granger (Manager)	
Melinda Granger (Dean)	

Acknowledgment

Directions

Acknowledgment. My signature below indicates that I have seen this form after it has been completed by my unit head or director (including the recommended merit category) but does not imply my agreement with this evaluation. I understand that I may submit, by the deadline indicated in the Administrative Calendar, a written statement of any concerns about or disagreements with this evaluation and that my statement will be attached to this evaluation form before it is transmitted to the dean.

X **Name** Faculty
Member

4/1/2019
Date

X

Provost

Date

X **Melinda Granger**
Department Head

3/25/2019
Date

X **Melinda Granger**
Dean

3/25/2019
Date

Comments

Name (Self):

Thank you, Dr. Oberleitner. I hope to continue my scholarly research and plan on submitting two articles this year. I hope to also present my work at national conferences.



I appreciate your confidence in me and hope to meet your expectations. I thoroughly enjoy working closely with the administration of the CONAHP - it's a pleasure to come to work!