

Louisiana Health Sciences Center – New Orleans

2023 Unclassified Employee Performance Evaluation

** FACULTY EVALUATION SUPPLEMENTAL RATING FORM**

Form Note: Adobe Acrobat is required to complete this form. Do Not use an Internet browser to complete as this may impact form calculations.

Faculty Name	Evaluation Ratings	
	1 = Unsatisfactory (<i>Does not meet expectations</i>) 2 = Needs Improvement (<i>Meets some but not all expectations</i>) 3 = Successful / Meets Expectations 4 = Exceeds Expectations (<i>Meets all and exceeded some expectations</i>) 5 = Outstanding (<i>Consistently exceeds all expectations</i>)	
Reviewer/Evaluator Name		
	Self-Evaluation?	
	Click here if you are completing a self-evaluation. →	

Instructions: Assign weights to each section and rate performance for each criteria.

Research and Scholarship: _____% of overall job duties (*Faculty Handbook 6.4*)

	N/A	1	2	3	4	5
1. Quality and quantity of scholarship						
2. Quality of research and inquiry						
3. Productivity in grant and contract writing for external funding						
Summary Rating: Calculated as the average of all rated applicable section criteria.						
Comments:						

Teaching and Mentorship: _____% of overall job duties (*Faculty Handbook 6.4*)

	N/A	1	2	3	4	5
1. Quantity of teaching and/or mentorship						
2. Quality of teaching and/or mentorship						
3. Development and implementation of innovations in education						
Summary Rating: Calculated as the average of all rated applicable section criteria.						
Comments:						

Service and Administration: _____% of overall job duties (*Faculty Handbook 6.4*)

	N/A	1	2	3	4	5
1. Quantity and quality of clinical service						
2. Impact of departmental, school or HSC service						
3. Leadership effectiveness						

Summary Rating: Calculated as the average of all rated applicable section criteria.

Comments:

Collaboration: 10% of overall job duties

	N/A	1	2	3	4	5
1. Follows directions						
2. Fosters teamwork						
3. Accepts responsibility for group projects						

Summary Rating: Calculated as the average of all rated applicable section criteria.

Comments:

Communication: 10% of overall job duties

	N/A	1	2	3	4	5
1. Clear and tactful communication style						
2. Communicates efficiently and effectively						
3. Respectful and courteous to colleagues, staff and learners						

Summary Rating: Calculated as the average of all rated applicable section criteria.

Comments:

Integrity: 10% of overall job duties

	N/A	1	2	3	4	5
1. Compliant with policies, procedures, and applicable regulations						
2. Dependable						
3. Fosters a culture of trust and respect						

Summary Rating: Calculated as the average of all rated applicable section criteria.

Comments:

OVERALL EVALUATION RATING

Overall Evaluation Rating Calculator: Corresponding Section Summary Ratings are transferred to the Overall Evaluation Rating Calculator, then multiplied by the % weight assigned to the section. The total Weighted Score Rating for all sections determines the Overall Evaluation Rating.

Section	% Weight Assigned to Section		Section Summary Rating		Weighted Rating
Research and Scholarship		X		=	
Teaching and Mentorship		X		=	
Service and Administration		X		=	
Collaboration and Teamwork	0.10	X		=	
Communication	0.10	X		=	
Integrity	0.10	x		=	
Overall Evaluation Rating	Total weight must be 100%				

Overall Rating Scale & Overall Rating Category

4.50 – 5.00	Outstanding Exceeds
3.50 – 4.49	Expectations
2.50 – 3.49	Successful
1.50 – 2.49	Needs Improvement
1.00 – 1.49	Unsatisfactory

SIGNATURES – *This appraisal has been discussed by the undersigned and a copy given to the employee.*

****Signature does not indicate agreement or disagreement but simply that the evaluation has been discussed.**

REVIEWER SIGNATURE:	<p>I have discussed with my employee the performance evaluation ratings enclosed and the performance expectations for him/her during the upcoming rating period.</p> <p>----- DATE: -----</p>
EMPLOYEE SIGNATURE	<p>My manager has discussed with me the performance evaluation ratings enclosed on which I have been rated and the desired performance expectations for the upcoming rating period.</p> <p>----- DATE: -----</p>
2nd Level Reviewer SIGNATURE	<p>In support of fair and equitable evaluations, a 2nd Level Reviewer will be required for any OVERALL RATING of (5) Outstanding, or (1) Unsatisfactory. 2nd Level Reviewers should evaluate the completed form ensuring sufficient documentation/comments have been included to warrant the overall rating.</p> <p>----- DATE: -----</p>