

# **POLICY STATEMENT 111**

## **CONSULTATION WITH FACULTY IN CERTAIN REVIEWS OF ADMINISTRATIVE PERFORMANCE**

### **POLICY DIGEST**

Monitoring Unit: Office of Research & Economic Development  
Initially Issued: February 17, 2005  
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### **I. PREAMBLE**

As faculty members perform central functions of the University, they often can offer pertinent and useful observations and insights about the work of those who serve in administrative positions, to a degree that varies with organizational level and faculty activities. This Policy Statement seeks to assure that communication takes place, between academic officers and their faculty constituencies, that will help improve and advance the work of the University and its several academic divisions.

Like other LSU personnel, administrators will undergo an annual review process.<sup>1</sup> In each case, the reviewing officer will be the administrator's primary supervisor. The process will result in a written report, including the reviewing officer's evaluation of the administrator's job performance, based on job responsibility. The report will be signed by both the reviewing officer and the reviewee and placed on record in the reviewee's file, which is subject to the confidentiality requirements of PS-40.

### **II. DEFINITIONS**

In what follows, for the sake of brevity, certain terms will be used in a broad sense. The definitions are as follows.

- A. Dean or otherwise-titled chief academic officer of an academic unit which either is, or contains at least one academic unit which is, the direct employer of faculty; who reports directly to the Provost.
- B. Chair, head, director, or otherwise-titled chief academic officer of an academic unit that is the direct employer of faculty; who reports directly to a dean.
- C. All full-time faculty with rank equivalent to that of Instructor or higher, as defined in PM-23.

### **III. ANNUAL REPORT**

Every year, each chair, head, director, or otherwise-titled chief academic officer of an academic unit that is the direct employer of faculty; who reports directly to a dean, shall submit an annual report to the Provost.

academic unit of which the administrator is chair or dean; or, in the case of the Vice President, all faculty of the University at ranks equivalent to or higher than Assistant Professor; or, in the case of the Provost, all faculty of the University.

#### **IV. MAIN PROVISION**

For each of the administrators just mentioned, at least every other year the review process will include a systematic consultation and communication between the reviewing officer and the faculty in the academic unit. It will take place after the administrator's annual report, and will include the following steps.

- A. The reviewing officer will, in an appropriate systematic manner, collect, consider, and incorporate in the evaluation the pertinent observations and opinions of the appropriate faculty.