

# LSU Health Sciences Center – New Orleans

## Faculty Evaluation Form

**\*\*SOM LEADERSHIP EVALUATION SUPPLEMENTAL RATING FORM\*\***

**Evaluation Period: 1/1/2025 TO 12/31/2025**

**Form Note:** Adobe Acrobat is required to complete this form. Do Not use an Internet browser to complete as this may impact form calculations. Calculations for Sections A-E will generate automatically. The calculate button must be selected for the Overall Evaluation Rating to generate.

<b>Faculty Name and Email</b>	<b>Evaluation Ratings</b>	
	<b>1 = Unsatisfactory</b> ( <i>Does not meet expectations</i> ) <b>2 = Needs Improvement</b> ( <i>Meets some but not all expectations</i> ) <b>3 = Successful / Meets Expectations</b> <b>4 = Exceeds Expectations</b> ( <i>Meets all and exceeded some expectations</i> ) <b>5 = Outstanding</b> ( <i>Consistently exceeds all expectations</i> )	
<b>Reviewer/Evaluator Name</b>		
	<b>Self-Evaluation?</b> 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 department/office expectations**

	N/A	1	2	3	4	5
1. Quality and quantity of departmental scholarly activity						
2. Quality of departmental research and inquiry						
3. Departmental productivity in grants and contracts for external funding						
<b>Summary Rating:</b> Calculated as the average of all rated applicable section criteria.						
Comments:						

**Teaching and Mentorship: \_\_\_\_\_% of overall department/office expectations**

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

**Service and Administration: \_\_\_\_\_% of overall department/office expectations**

	N/A	1	2	3	4	5
1. Quantity and quality of departmental clinical service						
2. Impact of departmental administrative service for the school or HSC						
3. Departmental compliance with University (and Hospital) processes and procedures						
<b>Summary Rating:</b> Calculated as the average of all rated applicable section criteria.						
Comments:						

**Leadership and Development: 10% of overall job duties**

	N/A	1	2	3	4	5
1. Mentors junior faculty for advancement						
2. Develops mid-career/senior faculty for leadership						
3. Demonstrates effective problem solving						
<b>Summary Rating:</b> Calculated as the average of all rated applicable section criteria.						
Comments:						

**Collaboration and Communication: 10% of overall job duties**

	N/A	1	2	3	4	5
1. Clear, tactful, and efficient communication						
2. Fosters collaboration within department and with external departments/entities						
3. Respectful and courteous to colleagues, staff, and learners						
<b>Summary Rating:</b> 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. Accepts responsibility for departmental faculty and overall performance						
2. Dependable						
3. Fosters a culture of trust, fairness, and respect						
<b>Summary Rating:</b> 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 & Scholarship		X		=	
Teaching & Mentorship		X		=	
Service & Administration		X		=	
Leadership & Development	0.10	X		=	
Collaboration & Communication	0.10	X		=	
Integrity	0.10	x		=	
<b>Overall Evaluation Rating</b>	Total weight must be 100%				

**Overall Rating Scale & Overall Rating Category**

4.50 – 5.00	Outstanding
3.50 – 4.49	Exceeds 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.*

<p><b>REVIEWER SIGNATURE</b></p>	<p>I have discussed with my employee the performance evaluation ratings enclosed and the performance expectations for them during the upcoming rating period.</p> <p>_____ <b>DATE:</b> _____</p>
<p><b>EMPLOYEE SIGNATURE</b></p>	<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>_____ <b>DATE:</b> _____</p>
<p><b>2<sup>ND</sup> LEVEL REVIEWER SIGNATURE</b></p>	<p>In support of fair and equitable evaluations, a 2<sup>nd</sup> Level Reviewer will be required for any OVERALL CATEGORY RATING of (4.5-5.0) Outstanding, or (1.0-1.49) Unsatisfactory. 2<sup>nd</sup> Level Reviewers should evaluate ratings to ensure sufficient documentation/comments have been included to warrant the overall rating. Contact your Business Manager or HRM Talent Development to identify this person if needed.</p> <p>_____ <b>DATE:</b> _____</p>