

## SOUTHERN UNIVERSITY SYSTEM PRESIDENTIAL EVALUATION PROCEDURE

1. **Evaluation Committee.** The Chairman of the Board shall appoint the Personnel Affairs Committee to act to evaluate the President of the System. It shall be the Committee's duty to review the evaluation instrument, distribute it to Board members, collect and analyze the completed document. The President of the Southern University System shall have a formal evaluation conducted annually in June.
  
2. **Presidential Self-Assessment.** The President shall present in writing to the Board members by June 1, a self-assessment which shall include, but not be limited to, (1) an assessment of performance in relation to the goals and objectives for the period for which he is being evaluated in the six (6) areas of the evaluation instrument; (2) a statement of goals and objectives for the next year; (3) a description of major areas of institutional concern; and (4) an assessment of major factors which may inhibit or alter expectations and objectives.
  
3. **Evaluation Process.** Each Board member shall receive a copy of the President's self-assessment prior to completing the evaluation form. The Committee, having made an analysis of the evaluation, shall present to the full Board, in Executive Session, the final results on or before its annual meeting in June. The Board shall then meet in Executive Session with the President to present and discuss the final analysis of the evaluation.
  
4. **Public Announcement.** The Chairman of the Board shall announce to the public when the Board's assessment of the President has been completed.

Revised: June 2012

# PRESIDENT EVALUATION FORM

## PART I – ADMINISTRATIVE DATA

<b>Name:</b>	<b>Type of Report:</b>
<b>Title:</b>	<b>Period Covered</b> <b>From:</b> <span style="float: right;"><b>To:</b></span>

## PART II – RATING SCALE

Please rate the System President on the following criteria by placing an “x” in the appropriate box.  
 5 – Superior      4 – Above Average      3-Average      2-Below Average      1-Poor  
**NOTE:** All marks of 2 or 1 must be specifically substantiated in Part IV of the written performance evaluation.

## PART III – PERFORMANCE FACTORS

<b>1. COMMITMENT TO SYSTEM MISSION:</b>											
a. Evidence an understanding of the mission of the System and the special demands placed on it.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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b. Demonstrates a personal sense of responsibility for helping the System and its component institutions achieve success.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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c. Concern for the general welfare of the institutions.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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d. The president communicates and demonstrates a clear understanding of the goals and mission of the institution.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>2. LEADERSHIP ABILITY:</b>											
a. Develops annual institutional goals and implements long range planning for the System and Board of Supervisors.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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b. Establishes administrative policies and procedures for the System in keeping with the mission of each campus.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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c. The president encourages the development of innovative programs to meet changing needs of constituents.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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d. Based upon the president’s leadership, faculty and staff have confidence in the future of the university.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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e. The president is effective in resolving significant problems.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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f. The president’s leadership has a positive influence on employee morale and performance.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>3. MANAGEMENT EFFECTIVENESS:</b>											
a. Exhibits effective management skills to identify problem areas, weaknesses, and strengths of the University System.	<table style="margin-left: auto; margin-right: auto;"> <tr> <td>5</td><td>4</td><td>3</td><td>2</td><td>1</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>	5	4	3	2	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- b. Has in place measurement methods to judge and monitor the University system's performance.
- c. Develops and implements policies and procedures for the University System.
- d. The president effectively supervises the senior management team.
- e. The president is effective in adapting to and coordinating university responses to necessary change.
- f. The president strives to maintain faculty salaries at a competitive level.
- g. The president makes effective use of, and allocates, all resources (finances, personnel, equipment, space).

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**4. FISCAL MANAGEMENT:**

- a. Develops a sound fiscal management system.
- b. Prepares and presents a consolidated budget of the System to the Board.
- c. Assumes and retains control at all times over the budgets of the System, as approved by the Board.
- d. Moves quickly to correct fiscal problems.
- e. The president is well prepared and informed when presenting budgetary and programmatic requests / reports to the Board.

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**5. FUNDRAISING:**

- a. Directs and encourages fundraising from private, corporate, and public sources.
- b. Is effective in fundraising.

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**6. HUMAN RELATIONS/COMMUNICATIONS SKILLS:**

- a. The president has a professional image in state government.
- b. The president builds a positive relationship through open communication with external groups and agencies including media, community and alumni.
- c. The president involves and interacts with students on all campuses.

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d. The president keeps the Board informed about matters affecting the institution.

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**PART IV – PERFORMANCE AND POTENTIAL EVALUATION**

**A. COMMENT ON SPECIFIC ASPECTS OF PERFORMANCE AND POTENTIAL FOR CONTINUED SERVICE.**

**PART V. COMMENTS BY EVALUATION COMMITTEE**

**A. COMMENT ON PERFORMANCE DURING THIS RATING PERIOD.**

**PART VI. AUTHENTICATION (RATED PERSON'S SIGNATURE VERIFIES THAT PARTS I-V ARE COMPLETE AND ADMIN DATA IS CORRECT)**

<b>NAME OF RATED PERSON:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>NAME OF EVALUATOR:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
<b>NAME OF EVALUATION COMMITTEE CHAIRPERSON:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>

**SUBMIT**