



SULC UNCLASSIFIED EMPLOYEE PERFORMANCE EVALUATION POLICY

Policy No: 6-006

Responsible Unit: Southern University Law Center	Effective Date: February 2014
Responsible Official: SULC Chancellor	Last Reviewed Date: August 21, 2023
Policy Classification: Governance	Last Revised Date: August 21, 2023
	Origination Date: February 2014

I. POLICY PURPOSE

This policy defines the evaluation procedures for Southern University Law Center's unclassified employees. The performance appraisal provides a means to discuss, plan, and review the performance of each unclassified employee.

II. POLICY SCOPE

This policy applies to all unclassified employees at Southern University Law Center. **Note: Civil Service employees (classified employees) are governed by the State of Louisiana Civil Service Rules for evaluation procedures and are not subject to this policy.**

III. POLICY COMPLIANCE

Failure to adhere or comply with the SULC Unclassified Employee Performance Evaluation Policy may jeopardize Southern University Law Center's accreditation status with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

IV. POLICY DEFINITIONS

The Louisiana Constitution divides the state civil service into "classified" and "unclassified" employees and states that "Persons not included in the unclassified service are in the classified service." The Louisiana Constitution designates certain specific categories of employees as

unclassified and gives the State Civil Service Commission the authority to designate other positions as unclassified as it deems appropriate. (www.civilservice.louisiana.gov).

1. Classified: Are positions and the employees who serve in them are subject to the provision of the Civil Service Rules. This means that classified employees:
 - Must be hired in an open, competitive manner prescribed by State Civil Service (SCS);
 - Must meet statewide minimum qualification standards set by SCS;
 - Must be paid in accordance with the rules;
 - May only be disciplined (for cause) or removed after being provided due process; and
 - May not participate in political activities related to the support of any political candidate, party or faction at any level of government, including federal or local, as well as state. (www.civilservice.louisiana.gov).

2. Unclassified: Are positions whereas unclassified employees:
 - May participate in political activities;
 - May be separated without cause or due process; and
 - Serves at the pleasure of the appointing authority, i.e. they are "at-will" employees. (www.civilservice.louisiana.gov).

V. POLICY AND APPLICABLE PROCEDURES

Southern University Law Center's unclassified employees shall be evaluated regularly. Pursuant to best practices and SACSCOC Guidance, a regular evaluation of an unclassified employee occurs at least once every two (2) years. The performance appraisal provides a means to discuss, plan, and review the performance of each unclassified employee. Under this policy the evaluation process should include an assessment of the employee's performance for the indicated time frame (which should not exceed two (2) years) and planning for future professional development and performance goals.

Supervisors must complete the Employee Evaluation Form for Unclassified employees, which can be found at: <https://www.sus.edu/assets/subr/HumanResources/Employee-Evaluation-Form-for-Unclassified-Staff.pdf> or they can contact the SULC Office of Institutional Accountability and Accreditation(rrjames@sulc.edu) for the form.

VI. POLICY DEVELOPMENT AND IMPLEMENTATION PROCEDURES

This policy was developed in compliance with the Southern University Law Center (SULC) Policy on Policies and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 5.5 regarding the evaluation of employees: "The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of non-faculty personnel. (Personnel appointment and evaluation)."

VII. POLICY HISTORY AND REVIEW CYCLE

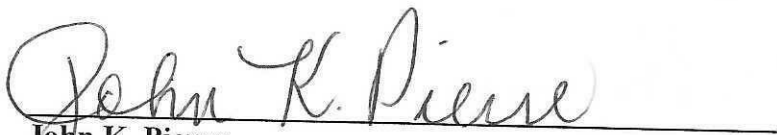
1. The Chancellor shall be responsible for ensuring that the Performance Evaluation Policy is implemented according to the guidelines set forth by the SUS Human Resources department.
2. This Policy was revised in February 2014 and updated on March 9, 2021, to conform to the Southern University System's Policy on Policies. The policy was revised on April 20, 2022, to comply with SULC Policy on Policies and revised August 21, 2023, to comply with SACSCOC guidance.
3. To ensure accessibility to this policy, SULC personnel will have access to the appropriate links. (www.sulc.edu.)

VIII. PUBLICATION OF POLICY

The Policy is published on the SULC website at www.sulc.edu.

IX. POLICY APPROVAL

This policy was approved by the Chancellor of the Southern University Law Center on August 21, 2023.



John K. Pierre

Chancellor and Vanue B. Lacour Endowed Professor of Law

8-21-23

Date