

# LOUISIANA COMMUNITY AND TECHNICAL COLLEGES

## System Policy # 6.010

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### **Title: PERFORMANCE MANAGEMENT**

Authority: Board Authority

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#### **I. PURPOSE**

The Louisiana Community and Technical Colleges (LCTC) System Board of Supervisors establishes this policy to foster a culture of high performance, accountability, and professional development for faculty and unclassified staff.

Performance management is a comprehensive, continuous cycle of planning, reviewing, evaluating, and developing employees. This process is essential to the professional success of our employees and the fulfillment of the LCTC System mission. The LCTC System Board Office and each college are sanctioned to establish a performance management system that best align with their specific institutional missions and operational needs.

#### **II. DEFINITION**

##### **A. Faculty**

Employees whose primary responsibilities include instruction, curriculum development, and student advising. Faculty roles are centered on the academic mission and delivery of education.

##### **B. Unclassified Staff**

Administrative officers, professional staff, and non-faculty employees in positions exempt from the provisions of the Louisiana State Civil Service system. These roles are centered on the strategic and operational functions of the LCTC System Board Office or college.

#### **III. PERFORMANCE MANAGEMENT**

Performance management provides a structured opportunity for open and transparent communication between the employee and supervisor. This process ensures a mutual understanding of goals and objectives that align with the strategic priorities of the LCTC System and its member colleges.

Supervisors are responsible for providing fair, objective, and accurate performance feedback. A supervisor's own performance review shall include an assessment of their effectiveness in managing, coaching, and developing their direct reports.

#### **A. Communication Frequency**

Performance communication should be continuous, clear, proactive, and at a minimum annually. Supervisors should make every effort to address performance concerns in a timely manner, with the primary intent of providing guidance and fostering improvement before formal intervention is required.

#### **B. Planning and Goals**

LCTC System Board Office and its member colleges should develop performance management tools designed to establish:

1. **Alignment:** Performance goals and expectations that directly support the mission and values of the institution.
2. **Feedback Loops:** Mechanisms for regular, two-way communication regarding progress and professional growth.
3. **Accountability:** Formal, written performance improvement plans (PIPs) for employees who are not meeting established goals or expectations.

#### **IV. REFERENCES**

LSA-R.S. 17:2049.2