ASSESSMENT □ PLAN □ REPORT (Check One)
FOR

(Insert name(s) of unit(s)/program(s) covered by Plan/Report)

July 1, 2003-June 30, 2004          Sept. 30, 2003          Don Dyson

Assessment Period Covered          Date Submitted          Prepared By

Unit Linkage to the Institutional Mission Statement
Louisiana Tech maintains, as its highest priority, the Education of its students. To that end, it recruits a faculty committed to teaching and advising, a student-oriented faculty dedicated to preparing students to achieve their goals in a rapidly changing economic and civic environment.

How the Unit Mission Statement links to the above statement:
The role of the Personnel Office is to assist the University in the recruiting, employing, training, and the retraining of faculty and staff, and maintaining official agency personnel records and the administration of retirement/fringe benefit programs.

ASSESSMENT OBJECTIVES

Assessment Objective #1:
Enhance the timely processing of Unclassified Appointment and Overload forms pertaining to the approval process prior to receipt by the Personnel Office (by June, 2004).

Means of assessment of this objective & criterion/a for success (due September of current cycle):
1. Conduct a review of overdue unclassified appointment and overload forms relative to date originated, the department originating the document, length of time required for each approval (signature), and the date received in the Personnel Office (by Feb. 28, 2004).
2. Notify departments that are repeatedly overdue or contribute to the failure to meet processing deadline and make suggestions for changes to meet deadline (by March 31, 2004).
3. Assess/evaluate the effectiveness of the suggested changes by (June 30, 2004).

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

Assessment Objective #2:
Improve the accuracy in completion of unclassified (12-month) employee leave report documents pertaining to holidays and closures (by June, 2004).

Means of assessment of this objective & criterion/a for success (due September of current cycle):
1. Provide training sessions for all unclassified (12-month) employees about the proper completion of leave reports (by October, 2003).
2. Conduct an audit of leave reports for the months in which holidays and closures occur to ensure compliance with leave record policy/procedures by June, 2004.

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

Assessment Objective #3:
Perform a review of active classified employee personnel files by June 2004.

Means of assessment of this objective & criterion/a for success (due September of current cycle):
1. Conduct audit of personnel action (SF1) forms in each file to ensure for financial accuracy pertaining to merit pay increases, promotions, reallocations, and other pay adjustments (by May, 2004).
2. Conduct audit of documents in each file to ensure for accurate data entry into the ISIS/HR (statewide) system for classified employee (by June, 2004).

3. Conduct audit of documents in each file to ensure that all confidential information is maintained in separate files not accessible to the public (by June, 2004).

Summary of assessment data collected during current cycle:

How the results will be used to improve the unit(s) (due September of subsequent cycle):

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