

**University of Houston – Victoria
Executive Compensation – November 2007**

	Salary	Monthly Car Allowance	Monthly Communications Allowance
President Tim Hudson	\$245,000.04	\$1,100	\$75.00
Provost Suzanne LaBrecque	\$149,760.00	\$1,100	\$100.00

Performance Appraisal

University of Houston – Victoria

Dr. Suzanne Labrecque

Provost and VP for Academic Affairs

Job Performance Appraisal

Employee's Name: Suzanne Labrecque	Department: Academic Affairs	Appraisal for a one-year period beginning (month): September (year): 2005
Employee's Position: Provost & VP	Date of Job Appraisal Discussion: 2/23/07	Supervisor's Position: President

Part 1 Generic Factors

Factor	Employee's Performance (check one)	Exceeds Standards	Meets Standards	Does not meet Standards	Description
Factor 1	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	Quality of Work
		Exceeds Standards	Meets Standards	Does not meet Standards	Assures accuracy, thoroughness and reliability of results in the work product.
Factor 2	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	Quantity of Work
		Exceeds Standards	Meets Standards	Does not meet Standards	Meets the workload requirements of the job
Factor 3	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	Job Knowledge
		Exceeds Standards	Meets Standards	Does not meet Standards	Demonstrates a comprehensive understanding of the knowledge required to complete job responsibilities
Factor 4	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	Dependability
		Exceeds Standards	Meets Standards	Does not meet Standards	Can be depended on to plan and complete work assignments as required.
Factor 5	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/> 1 <input type="checkbox"/>	Ability to improve
		Exceeds Standards	Meets Standards	Does not meet Standards	Uses constructive feedback to improve performance. Open to new methods for completing job responsibilities.

Part III Supervisory Ability (applicable to exempt staff)

Factor 15	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Fiscal Awareness		5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Factor 16	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Communications		5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Factor 17	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Employee Development		5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Factor 18	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Provides and encourages professional training/development of staff		5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable

Factor 12	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Interpersonal Skills		5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Factor 13	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Communication Skills		5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Factor 14	Employee's Performance (check one)	5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Technical Skills		5 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> N/A <input type="checkbox"/>	Exceeds Standards	Meets Standards	Does not meet Standards	Not applicable
Part II Comments:						
Employee's Action:						
Supervisor's Action:						
Requires comments						

Factor 18				Employee's Performance (check one)			
Delegation	5	4	3	2	1	N/A	Not applicable
Delegates responsibility appropriately.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
Factor 19				Employee's Performance (check one)			
Personnel Relations	5	4	3	2	1	N/A	Not applicable
Demonstrates good judgement when making hiring, promotion, termination, and evaluation decisions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
Factor 20				Employee's Performance (check one)			
Leadership	5	4	3	2	1	N/A	Not applicable
Exemplifies leadership by motivating employees to perform with competency and professionalism. Keeps employees sufficiently informed and is open to upward communication.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable
Factor 21				Employee's Performance (check one)			
External Relations	5	4	3	2	1	N/A	Not applicable
Ability to deal with external agencies, colleagues and university constituents on behalf of the university.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not applicable

Part III Comments:

Employee's Action:

Supervisor's Action:

Requires comments

Requires comments

Part IV Strengths and Strategies

Strengths and assets

Three horizontal lines for notes under Strengths and assets.

Training/Development needs

Three horizontal lines for notes under Training/Development needs.

Strategies for employee development

Three horizontal lines for notes under Strategies for employee development.

Part V Overall Performance

Exceeds standards Meets standards Does not meet standards Performance rating of "Does not meet standards" requires comments under training/development needs.

Employee Comments:

Supervisor Comments:

In little more than a semester Provost Labrecque has become a highly valued and productive member of the UHV management team. Her intellectual curiosity, her openness, her enthusiasm, her experience and her superior interpersonal skills have enabled her to quickly assimilate input and provide key leadership on a number of issues--not the least of which has been a re-crafting of faculty tenure and promotion procedures to include much needed external review and an appropriate shift in emphasis among the traditional areas of faculty activity and evaluation. The potential for her to be a successful provost for a long time is evident.

Employee Signature *Michael McGinnis* Date *2/27/07*

Supervisor Signature *[Signature]* Date *2/27/07*