

FACULTY PERFORMANCE

Planning & Goal Setting

Step-by-Step Guide for Faculty Members

Purpose

Use this guide to complete the Faculty Member Planning and Goal Setting step in PageUp. The guide walks you through reviewing your performance areas, institutional core values, optional goals, and required supporting documents.

Before you begin

- Have your current CV available. The current CV attachment is required.
- Review your faculty job performance areas and institutional core values before making changes.
- If you plan to add a goal, have the goal title, description, target date, and any supporting document ready.
- Log into PageUp using [this link](#).

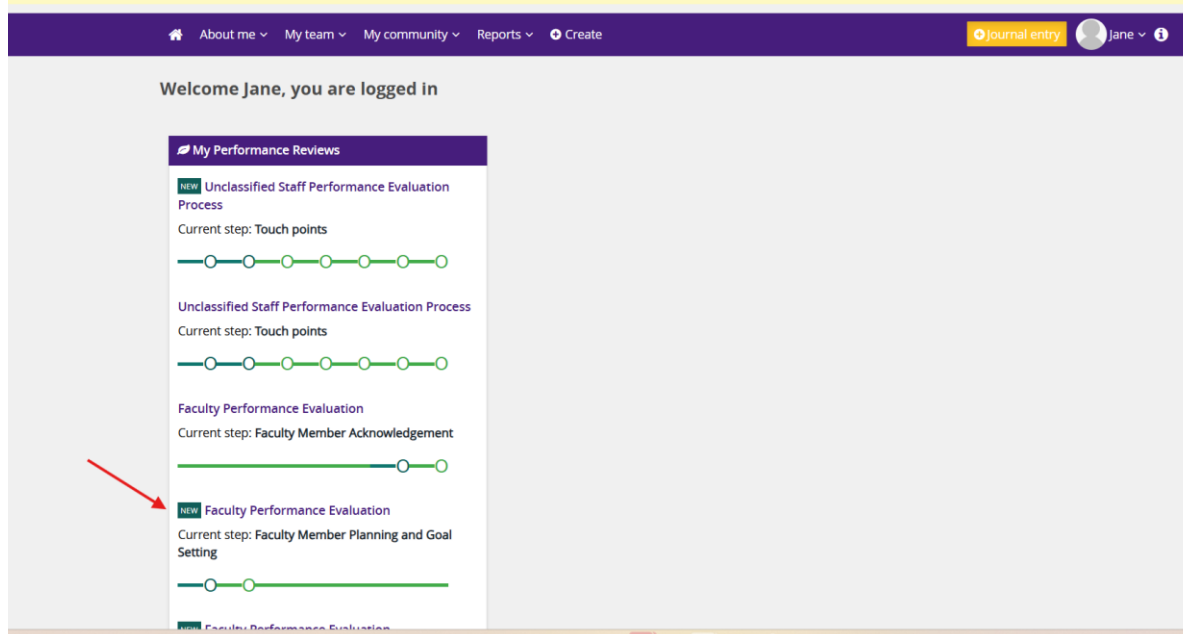
At a Glance

1. Open the Faculty Performance Evaluation and enter the Planning and Goal Setting step.
2. Review the Faculty Job Performance section and its rated performance areas. Update weights for percentage of effort.
3. Review the Institutional Core Values section.
4. Add a goal, if applicable.
5. Attach your current CV and any other relevant documents.
6. Review your entries and move to the next step.

Important: The source guide indicates that Goals are an optional step, while the current CV attachment is required. Your direct supervisor may require goals.

1 Open your Faculty Performance Evaluation

From the [PageUp home screen](#), locate your Faculty Performance Evaluation. Select the review to enter the annual review process. Confirm that the current step is Faculty Member Planning and Goal Setting.



PageUp home screen showing the Faculty Performance Evaluation process.

2 Review the Planning & Goal Setting overview

Read the overview for the Goal Setting & Planning step. During this step, you will review rated sections, set goals if applicable, and add your CV and other relevant documents. Select Next to continue.

Jane Behlen - Faculty Performance Evaluation

Start > Faculty Job Performance > Institutional Core Values > Goals > Additional Documents > Next steps

Total performance weighting: **100%**
Last saved: Sep 29, 2026, 8:57am Actions

You're in the Goal Setting & Planning step of the annual review process. During this step, you will:

- **Review Rated sections**
 - The performance evaluation includes two sections, one that covers your activities, and the second evaluates you against the institutional core values.
 - You and your manager can adjust the rated questions to align with your rank, role, and other performance expectations.
- **Set Goals**
 - Add goals and track progress throughout the year.
 - This section is **not rated**.
- **Add CV and other Documents**
 - Attach your current CV and any other relevant documents.

Employee: Jane Behlen	Manager: Madison Hopkins
1-up manager: Braylin Artigues	
Job sector: Administration	

Next →

Planning & Goal Setting overview and navigation.

3 Review Faculty Job Performance

Review each performance area in the Faculty Job Performance section. The source guide identifies areas such as Teaching and Mentorship, Research and Scholarship, School and Extramural Service, Administrative Service–Leadership, and Clinical Service. Review and update the expectations and weighting shown for each item. Use the attachment option when supporting documentation is applicable.

Jane Behlen - Faculty Performance Evaluation

Start > Faculty Job Performance > Institutional Core Values > Goals > Additional Documents > Next steps

Faculty Job Performance

Total performance weighting: **100%**
Last saved: Sep 30, 2026, 8:17am Actions

Faculty Job Performance

As part of primary expectations and the evaluation process, members of the faculty are expected to meet their professional and institutional commitments at LSUHSC-NO on a regular basis and throughout the academic year as it relates to **teaching & mentorship, research & scholarship, and school service, administrative service, and clinical service.**

Item title

Title* Teaching and Mentorship

Measure

The faculty member demonstrates a strong commitment to teaching and mentorship of students, trainees, and/or junior faculty. Their instructional activities are well-organized, effective, and aligned with curricular goals. They foster an inclusive and supportive learning environment and provide constructive feedback that promotes learner development. As a mentor, the faculty member is accessible, supportive, and invested in the professional growth and success of those they supervise or advise.

Weight 20 % 16% of entire review

Attachment Upload document

Example of a Faculty Job Performance item: Teaching and Mentorship.

Item title

Title*

Clinical Service

Measure

B **I** **U** | | | | | | Source

The faculty member consistently provides high-quality clinical service that aligns with professional standards and institutional expectations. They demonstrate strong clinical judgment, effective interdisciplinary collaboration, and a commitment to patient-centered care. Their contributions support departmental clinical goals through dependable coverage, efficient service delivery, and responsiveness to evolving clinical needs. When applicable, they serve as a resource for colleagues and learners by modeling best practices and promoting continuous improvement in clinical operations.

Weight

80

%

64% of entire review

Attachment

Upload document

← Back

Next →

Example of a Faculty Job Performance item: Clinical Service.

4 Review Institutional Core Values

Review the Institutional Core Values section. The source guide describes five values: Excellence, Integrity, Accountability, Collaboration, and Innovation. Review the observable behaviors and expectations associated with each value.

Jane Behlen - Faculty Performance Evaluation

Start

Faculty Job Performance

Institutional Core Values

Goals

Additional Documents

Next steps

Institutional Core Values

Total performance weighting: 100%

Saved Last saved: Sep 30, 2026, 8:17am Actions

Institutional Core Values

This section assesses how faculty members demonstrate **excellence, collaboration, integrity, innovation, and accountability** through their day-to-day professional behavior. Evaluation focuses on observable practices such as the quality and rigor of work, effective teamwork, ethical decision-making, openness to new ideas or approaches, and responsibility in meeting commitments and institutional expectations.

Excellence

Measure

- Demonstrates a sustained commitment to excellence in **teaching, research/scholarship, and service**.
- Shows care, preparation, and ownership in course design, instructional delivery, assessment, scholarly work, and service assignments.
- Fully completes all instructional, research, advising, and service responsibilities in accordance with institutional standards and timelines.
- Work meaningfully advances **student learning outcomes**, contributes to departmental and program effectiveness, and supports institutional mission and goals.
- Consistently produces accurate, well-prepared, and high-quality work, including syllabi, assessments, scholarly outputs, and official communications.

Attachment

Upload document

Integrity

Measure

- Makes thoughtful, informed decisions related to curriculum, assessment, student matters, and scholarly activity using evidence, disciplinary standards, and professional judgment.
- Considers ethical implications, institutional policies, and student impact when addressing academic, professional, or interpersonal matters.
- Exercises discretion, fairness, and integrity in grading, advising, research practices, and service obligations.
- Demonstrates professionalism and consistency in applying academic standards and contributing to shared governance.

Institutional Core Values section.

5 Add a Faculty Goal (Optional)

Use Add Goal to document a goal, including a title, description, and anticipated achievement date. The source guide notes that goal setting is optional within the evaluation system, but your direct supervisor may require it. When adding a goal, complete the available fields and align the goal with an institutional goal when appropriate.

Faculty Goals

Goal setting helps align your individual efforts with institutional priorities while supporting excellence in teaching, research, service, and professional development. Goals provide clear expectations, promote continuous improvement, and serve as a foundation for meaningful performance discussions and annual evaluations. This is an optional step within the evaluation system, but your direct supervisor may require it.

Use 'Add Goal' to document your goal, including a title, description, and anticipated achievement date.

Item title

Title *

Measure

B I U Source

Goal Align

Status

Target date

Attachment

Add Goal screen showing the goal fields.

Jane Behlen - Faculty Performance Evaluation

Start > Faculty Job Performance > Institutional Core Values > **Goals** > Additional Documents > Next steps

Goals

Total performance weighting: 100%

✓ Saved Last saved: Sep 30, 2026, 8:17am Actions

Faculty Goals

Goal setting helps align your individual efforts with institutional priorities while supporting excellence in teaching, research, service, and professional development. Goals provide clear expectations, promote continuous improvement, and serve as a foundation for meaningful performance discussions and annual evaluations. This is an optional step within the evaluation system, but your direct supervisor may require it.

Use 'Add Goal' to document your goal, including a title, description, and anticipated achievement date.

6

Attach your Current CV and Other Documents

Go to Additional Documents. Attach your current CV; this attachment is required. You may also add relevant documents such as publications, awards, and courses taught or created. Select Add Additional Documents as needed.

Additional Documents section and required CV attachment.

7

Review and Move to the Next Step

Review the information you entered before continuing. Your leader will review the planning you proposed and may make updates, adjustments, or changes. You will then be able to review the final planning and will be required to acknowledge it.

Start > Faculty Job Performance > Institutional Core Values > Goals > Additional Documents > Next steps

Total performance weighting: 100%
Last saved: Sep 30, 2026, 8:17am Actions

Next Steps
Your leader will review the planning that you have proposed. They may make updates, adjustments, or changes. You will be able to review the final planning and will be required to acknowledge.

Summary

Summary	P
Faculty Job Performance	80%
1. Teaching and Mentorship	16%
2. Research and Scholarship	0%
3. School and Extramural Service	0%
4. Administrative Service - Leadership	0%
5. Clinical Service	64%
Institutional Core Values	20%
Goals	0%
Additional Documents	0%
Total	100%

Your next step: Manager Reviews the Faculty Member's Planning

Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

[Go to next step](#)

[View entire process](#)

[Send email](#)

Next Steps screen showing the manager review stage.

What happens next?

Your leader will review the planning you proposed. The source guide states that your leader may make updates, adjustments, or changes. You will be able to review the final planning and will be required to acknowledge it.