




**To:** All CCT  
**From:** Edward Seidel, Director   
**Date:** 3 November 2004  
**Subject:** CCTPS-06 Annual Staff Performance Evaluation and Planning Policy

The purpose of the CCT Annual Staff Performance Evaluation and Planning Policy is to reinforce the importance of conducting annual staff performance evaluation and planning sessions with all eligible CCT administrative, professional and other academic staff. As with all CCT operating policies, CCT's staff performance evaluation and planning process must be fully compliant with university policies and procedures.

CCTPS-06

In accordance with university policy as presented in LSU PS-35, CCT will perform annual performance evaluation and planning sessions with all eligible administrative, professional and other academic staff. CCT supervisors should follow the annual schedule and routing/review process as outlined in LSU PS-35.

*All CCT staff should utilize the online, editable, PDF version of LSU's "Performance Planning Worksheet for Professional Employees" as the standard evaluation and planning tool.*

The annual performance evaluation and planning process does not exclude supervisors from conducting more frequent, internally organized planning and/or evaluation sessions.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT Director.