

<b>ADMINISTRATIVE DIVISION</b> HR Division of Human Resources		<b>POLICY NUMBER</b> HR 1.34
<b>POLICY TITLE</b> Evaluation of Officers of the University and Administrators Reporting to the President and the Chancellors		
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> January 24, 2023	
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources	<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources	

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#### **PURPOSE**

This document describes the process of the evaluation of officers of the University of South Carolina including the President, Vice Presidents, Secretary of the Board of Trustees, and the University Treasurer. Direct reports to the President and the Chief Audit Executive will also be evaluated according to the provisions of this policy. In addition, direct reports to the Chancellors will also be evaluated according to the provisions of the policy.

#### **DEFINITIONS AND ACRONYMS**

**EPMS:** The Employee Performance Management System (EPMS) used to evaluate classified and unclassified non-academic covered employees.

**Covered Employee:** A full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position who has completed the probationary period and has a “meets” or higher overall rating on the employee’s performance evaluation and who has grievance rights.

#### **POLICY STATEMENT**

The performance of the President is evaluated annually by the Board of Trustees through an internal process in conjunction with a process determined by the South Carolina Agency Head Salary Commission.

The performance of the Secretary of the Board of Trustees is evaluated annually by the Board of Trustees. The performance of the Chief Audit Executive is evaluated annually by the Board of Trustees in consultation with the University President.

The performance of the University Treasurer is evaluated annually by the Treasurer’s supervisor

of record.

The performance of the officers of the university and those administrators reporting directly to the President is evaluated annually by the President. Among other factors, evaluations will include an assessment of the individual's success in achieving the goals articulated in the strategic plans or blueprints for their respective offices or divisions.

The performance of those administrators reporting directly to the Chancellors is evaluated annually by the Chancellor.

The President may initiate a review of an officer or a direct report to the President at any time deemed necessary and/or appropriate.

## **PROCEDURES**

### **A. Positions Reporting directly to the President**

The President will send an annual letter of evaluation to or, alternatively, complete an evaluation instrument annually for each officer of the university who reports to the President and each administrator reporting directly to the President. The process will involve input from the officers or direct reports.

### **B. Other Officers**

The Board of Trustees will evaluate the Chief Audit Executive and the Secretary of the Board in accordance with their bylaws. In the case of the Secretary of the Board, the Chair gathers the feedback from other trustees. The Chair of the Audit and Compliance Committee is the coordinator of the evaluation for the Chief Audit Executive.

Any officers who do not report to the President will be evaluated by the supervisor of record through the standard evaluation process for the position as described in policy [HR 1.36 Performance Evaluation for Classified and Unclassified Non- Academic Staff](#).

The supervisor of record for the University Treasurer will use the standard evaluation process appropriate for the position as described in policy [HR 1.36 Performance Evaluation for Classified and Unclassified Non- Academic Staff](#).

The results of the evaluation and the participant responses are subject to release under the South Carolina Freedom of Information Act.

### **C. Positions reporting directly to the Chancellors**

All administrators who are direct reports to the Chancellor will be evaluated annually. Direct reports who are classified or unclassified non-academic staff will be evaluated in accordance with HR 1.36 using the EPMS procedure. Direct reports who are not covered by HR 1.36 (e.g., interim and contract appointments) will be evaluated by the Chancellor annually using a performance assessment tool and procedure as defined by the Chancellor. When possible, the evaluation will coincide with the timeframe of reappointment.

The results of the evaluation are subject to release under the South Carolina Freedom of

Information Act.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

[South Carolina Code of Laws 8-11-160 and 8-11-165](#)

[ACAF 1.01 Recruitment and Appointment of Academic Administrators](#)

[BTRU 1.00 Statutory Basis of the University](#)

[HR 1.36 Performance Evaluation for Classified and Unclassified Non-Academic Staff](#)

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
May 28, 2020	Updated to new format Titles for direct reports to the President removed Clarified review of the University Treasurer Updated title of the Chief Audit Executive
June 15, 2021	Updated review of the University Treasurer to be conducted by their supervisor of record. Clarify the review process for the Secretary of the Board of Trustees, Update the review process of the President to include an internal review.
February 15, 2022	Added coverage of direct reports to Chancellors to the policy
January 24, 2023	Based on an audit, aligned procedures section with reporting structure and clarified procedural guidance for evaluations