

ADMINISTRATIVE DIVISION HR Division of Human Resources		POLICY NUMBER HR 1.34	
POLICY TITLE Evaluation of Officers of the University and Administrators Reporting to the President and the Chancellors			
SCOPE OF POLICY USC System		DATE OF REVISION February 15, 2022	
RESPONSIBLE OFFICER Vice President for Human Resources		ADMINISTRATIVE OFFICE 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.

DEFINITION 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 by the Board of Trustees.

The performance of the Chief Audit Executive is evaluated by the Board of Trustees in consultation

with the University President.

The performance of the University Treasurer is evaluated 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 for their respective offices or divisions.

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

Periodically, but no less often than every five years, officers of the university and administrators reporting directly to the President will be evaluated by their administrative colleagues, members of their faculty and/or staff, and representatives of other constituent groups, if appropriate, to provide information about the performance and effectiveness of the administrator.

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 each officer of the university and each administrator reporting directly to the President.

In the years when a more detailed evaluation is conducted, the President or the President's designee will develop the evaluation instrument, determine the individuals who will be asked to participate, distribute the evaluation, receive and compile the responses, and advise the officer or administrator of the results.

The Board of Trustees will evaluate the Chief Audit Executive and the Secretary of the Board in accordance with their bylaws.

The supervisor of record for the University Treasurer will use the standard evaluation process appropriate for the position as described in university 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.

B. 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 AdministratorsBTRU](#)

[1.00 Statutory Basis of the University](#)

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

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
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