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SECTION: Human Resources
SUBJECT: Evaluation of Officers of the University and Administrators Reporting to the President
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Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Vice President for Human Resources
Issued by: Division of Human Resources

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- I. Policy
 - A. 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, University Treasurer, and General Counsel. Direct reports to the President will also be evaluated according to the provisions of this policy. Those positions include the Director of Athletics, the Executive Assistant to the President for Equal Opportunity Programs, the NCAA Compliance Coordinator, and the Special Assistant to the President. The Director of Internal Audit will be evaluated by this policy as well.
 - B. The performance of the President is evaluated annually by the Board of Trustees through a process determined by the South Carolina Agency Head Salary Commission.
 - C. The performance of the Secretary of the Board of Trustees, the University Treasurer, and the Director of Internal Audit is evaluated by the Board of Trustees in consultation with the University President.

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

II. Procedure

- A. The President will send an annual letter of evaluation to each officer of the University and each administrator reporting directly to the President.
- B. 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.
- C. The results of the evaluation and the participant responses are subject to release under the South Carolina Freedom of Information Act.

Reason for Revision:

Policy reviewed in March 2016. No substantive changes needed.