

<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	
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> May 28, 2020
<b>RESPONSIBLE OFFICER</b> Vice President for Human Resources	<b>ADMINISTRATIVE OFFICE</b> Division of Human Resources

---

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE FACULTY, STAFF, OR ADMINISTRATIVE EMPLOYEE AND THE UNIVERSITY OF SOUTH CAROLINA. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY OF SOUTH CAROLINA RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT. THE UNIVERSITY OF SOUTH CAROLINA DIVISION OF HUMAN RESOURCES HAS THE AUTHORITY TO INTERPRET THE UNIVERSITY'S HUMAN RESOURCES POLICIES.**

---

#### **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.

#### **POLICY STATEMENT**

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.

The performance of the Secretary of the Board of Trustees and 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 Secretary of the Board of Trustees.

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.

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**

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 results of the evaluation and the participant responses 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](#)

**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