



AREA COMMISSION POLICY # 01.30.01.01 (2020)  
COLLEGE PRESIDENT EVALUATION POLICY

**Policy Title:** College President Evaluation Policy

**Policy Type:** Area Commission

**Policy Number:** AC Policy #01.30.01.01 (2020)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:** 3-2-105; Procedure: 3-2-105.1

**Approval Date:** May 27, 2020

**Responsible Office:** Human Resources

**Responsible Executive:** AVP for Institutional Advancement and Effectiveness and CHRO

**Applies to:** College President

**POLICY STATEMENT**

It is the policy of the Denmark Technical College Area Commission (Area Commission) that, in accordance with Section 8-11-160 of the South Carolina Code of Laws, As Amended, 1976, the College President will be evaluated by the Area Commission on an annual basis consistent with the provisions of the Agency Head Salary Commission Agency Head Performance Evaluation document.

The Executive Committee of the Area Commission shall coordinate the planning and evaluation process. The Executive Committee shall work with the College President in presenting a set of annual performance objectives to the Area Commission for approval. The Executive Committee shall act on behalf of the Area Commission during the interim performance conference and the pre-appraisal interview with the College President. The final approval of the evaluation document shall rest with the full Area Commission following the completion of the Agency Head Evaluation Survey by each member of the Area Commission.

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**PURPOSE**

The purpose of this policy is to provide the President with periodic support and feedback on his/her performance by identifying areas of strength and opportunities for further professional development. This policy defines the process for evaluating the president of Denmark Technical College and provides the Area Commission an opportunity for reflection on the state of the institution and leadership demonstrated by the president.

**DEFINITIONS**

President: The President is the chief executive of the College and responsible for the principal administrative direction, operations and management of the institution and certain authority and responsibilities delegated to him/her subject to the authority of the Area Commission as provided by the South Carolina Code of Laws, 1976, As Amended.

**PROCEDURE**

Planning Stage

In completing the planning phase of the evaluation process, the president will meet with the Area Commission to propose the objectives and standards for success he/she will meet in the upcoming year. The Area Commission will accept, reject, modify, and discuss the president’s proposed objectives and success criteria. Success criteria is a statement of conditions that will exist when a duty or responsibility has been satisfactorily met. The success criteria must include the expected actions, timeframes, frequency, costs, quantities or other appropriate and specific measures and business results that will enable the president and evaluators to agree on expected outcomes and recognize when these outcomes have been satisfactorily achieved.

When acceptable objectives are identified, the Area Commission will complete the planned objectives on the evaluation document and review them with the president. Signatures will be obtained and the original will be retained by the Area Commission for completion at the end of the evaluation period. The planning process should be completed by September 15 of each year.

Interim Conference

The president or the Area Commission will schedule, throughout the evaluation period, interim performance conferences, as needed, to discuss the president’s performance or revise/modify

objectives.

### Evaluation Stage

The president will schedule a meeting with the Area Commission to present his/her job performance in relation to the objectives and success criteria agreed upon during the planning process. Each Area Commission member will complete an evaluation survey and return it to the Area Commission chairperson to compile. The Area Commission chairperson will complete the evaluation document based on the assessment of the president's performance as presented by the president, input from the Area Commission and the surveys. The final document will be approved by a majority of the Area Commission and signed by the chairperson. The approved document and survey results will be reviewed with the president. The president will sign the document to indicate he/she has seen the document and survey results. The completed document and the survey composite score sheet will be submitted to the Agency Head Salary Commission by August 15 of each year.

### **CONTACT(S)**

The Area Commission officially interprets this policy and is responsible for matters pertaining to this Policy as it relates to the president of Denmark Technical College.

### **PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Associate Vice President for Institutional Advancement and Effectiveness and Chief Human Resources Officer will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

### **REVIEW SCHEDULE**

- Next Scheduled Review: May 27, 2022
- Approved by Area Commission: May 27, 2022

- Revision History: None
- Supersedes: N/A

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

- [Agency Head Evaluation and Planning Stage Memo](#)
- [Agency Head Planning Stage](#)
- [Agency Head Performance Evaluation Stage](#)
- [Agency Head Composite Scoresheet for Boards/Commissions](#)
- [Agency Head Survey for Board/Commission Members](#)
- Agency Head Performance Evaluation Form