

CS 3.2.1 - CEO Evaluation/Selection

The governing board of the institution is responsible for the selection and the periodic evaluation of the chief executive officer.

Compliance Finding: In Compliance

Narrative:

The Chief Administrative Officer for the University of South Carolina Beaufort (USC Beaufort) is the Chancellor, Jane T. Upshaw, Ph.D. Full authority and responsibility for the USC Beaufort campus lie with the Chancellor as documented in the USC Board of Trustees Bylaws, Article XI, Section 3 [i] . The Chancellor reports to the President of the University of South Carolina System, Andrew A. Sorensen, Ph.D.

The USC Board of Trustees Bylaws empower the USC President to hire the Chancellor of USC Beaufort. USC Policy ACAF 1.01 [ii] (Search Procedures for Academic Administrative Positions) directs that “The next highest administrative office will be responsible for constituting search committees.” The President directs the search committee, which is comprised of representatives of the Board of Trustees, campus faculty, staff, other administrative personnel within the USC system, and external constituencies.

Within the general authority granted by the Board and the President, the Chancellor performs duties and responsibilities as outlined in the Bylaws of the Board of Trustees, Article XI: Section 3. These duties include the responsibility to the Board through the President for the effective execution of all laws relating to the University of South Carolina System; primary responsibility for all of the factors that contribute to the quality of academic and support programs of the campus; responsibility for the general supervision of all relationships between students and the various levels of campus administration; responsibility for the financial management of the campus and its component parts in conformity with University management policies and practices; responsibility for personnel administration; responsibility for operation and maintenance of the physical plant, purchase of supplies and equipment, and the maintenance of appropriate inventories and records of real and personal property under the jurisdiction of the campus; responsibility for fund raising, intercollegiate athletics, auxiliary enterprises, and alumni activities; responsibility for cooperating closely with the local higher education commission; and the responsibility to attend meetings of the Board.

Dr. Upshaw effectively led USC Beaufort as a Regional Campus (associate-degree-granting) and successfully led the transition to baccalaureate status. With Board approval, the President promoted her to Chancellor in December 2002 when USC Beaufort became a four-year institution. Therefore no Chancellor search was conducted. The search for the USC Beaufort Dean’s position was held in 1999. These records have been destroyed in accordance with search committee records retention guidelines as set forth by the University in the Department of Archives and Records Management procedures [iii].

The Chancellor is evaluated annually by the President of the University. Additionally, USC Beaufort Policy and Procedure 102 [iv] requires the periodic evaluation of campus administrators by faculty, staff, students and external constituencies. During the 2006-2007 academic year, a committee of faculty and administrators reviewed the existing evaluation model and recommended to the

Chancellor that an additional instrument be incorporated in the evaluation process. Beginning with evaluations conducted in June 2007, a 360 Degree Feedback method [[v](#), [vi](#)] (link 360 Survey and JTU letter) was adopted. This survey collects evaluations of an administrator in the areas of interpersonal skills, judgment, leadership, administration, and personal traits. This process allowed direct reports, peers, supervisors and, as applicable, individuals external to USC Beaufort an opportunity to provide valuable feedback to the Chancellor on her characteristics as an administrator. The 360 Degree Survey is utilized every three years in accordance with best practices.

Supporting Documentation

- i [USC Board of Trustees Bylaws, Article XI, Section 3](#)
- ii [USC Policy ACAF 1.01](#)
- iii [Archives and Records Management](#)
- iv [USC Beaufort Policy 102](#)
- v [Evaluation survey \(360 Survey\)](#)
- iv [Letter from the Chancellor -- Evaluation Survey](#)