

### ***CS 3.2.10 - Administrative Staff Evaluations***

The institution evaluates the effectiveness of its administrators on a periodic basis.

#### **Compliance Finding: In Compliance**

#### **Narrative:**

Administrative staff members at the University of South Carolina Beaufort (USC Beaufort) are evaluated on a periodic basis by their supervisors. The method of evaluation is determined by the administrator's classification. The supervisors and latest evaluation dates for all administrators listed in the USC Beaufort organizational chart are below in (**Table 1**).

**Table 1 Evaluation of Administrators**

<b>TITLE</b>	<b>NAME</b>	<b>EVALUATION DATE</b>	<b>SUPERVISOR</b>
Chancellor	Jane T. Upshaw	February 14, 2008	President
Executive Vice Chancellor for Academic Affairs (EVCAA)	Michael D. Parsons	New Hire January 2008	Chancellor
Interim Vice Chancellor for Finance and Operations (VCFO)	B. Earle Holley	New hire February 2008	Chancellor
Vice Chancellor for Advancement (VCA)	Lynn W. McGee	October 29, 2007	Chancellor
Vice Chancellor for Student Development (VCSD)	Vacant February 29, 2008		Chancellor
Associate Chancellor for Community Outreach (ACCO)	C. Leary Bell	October 29, 2007	Chancellor
Chief Information Officer (CIO)	Hollis E. King, Jr.	October 29, 2007	Chancellor
Director of Athletics Development (DAD)	Kim E. Abbott	October 29, 2007	Chancellor
Associate Vice Chancellor for Academic Affairs And Institutional Effectiveness (AVCAAIE)	Martha A. Moriarty	July 2, 2007	EVCAA
Assistant Vice Chancellor for Student Development	Robert J. Hohman	January 1, 2007	VCSD

Department Chair, English Speech, And Theatre	Carl P. Eby	April 9, 2007	EVCAA
Department Chair, Humanities and Fine Arts	Juanita I. Villena-Alvarez	April 6, 2007	EVCAA
Interim Department Chair, Education	Melanie G. Pulaski	April 6, 2007	EVCAA
Department Chair, Science and Mathematics	Charles H. Keith	New Hire Fall 2007	EVCAA
Department Chair, Business Administration	Veronica M. Godshalk	New Hire Fall 2007	EVCAA
Department Chair, Social Sciences	Lynn M. Mulkey	April 6, 2007	EVCAA
Department Chair, Hospitality Management	Charles L. Calvert	April 2, 2007	EVCAA
Department Chair Nursing	Susan C. Williams	New Hire Fall 2007	EVCAA
Director of Libraries	Harvey D. Varnet	New Hire January 2008	EVCAA
Director of General Education	Carl P. Eby	April 9, 2007	EVCAA
Director of QEP	Pamela Cooper	April 9, 2007	EVCAA
Director of Grants	Amy E. Sears	December 10, 2007	EVCAA
Director of Institutional Effectiveness and Research	Jodi C. Herrin	November 15, 2007	AVCAAIE
Registrar and Advising	Vacant		EVCAA
Director of Sea Island Institute	Vacant		EVCAA
Director Center for Excellence in Collaborative Learning	Vacant		EVCAA
Development and Alumni	Colleen C. Callahan	January 25, 2008	VCA
Communications and Marketing; Public Information	Deborah H. Reynolds	New Hire	VCA

Director, Center for Instructional Technology and Academic Resources	Donna M. Moore	June 6, 2007	EVCAA
Facilities and Maintenance	R. Michael Parrott	June 12, 2007	VCFO
Public Safety	D. Henry Garbade	June 13, 2007	VCFO
Bursar	Mary C. Moonen	June 13, 2007	VCFO
Procurement	Renda E. Montford	January 31, 2008	VCFO
Human Resources	Vacant February 15, 2008		VCFO
Auxiliary Services - Bookstore	Linda Mack	February 27, 2008	VCFO
Auxiliary Services – Cyber Cafe	Juliana Swetman	June 13, 2007	
Admissions	Donna H. Webb	June 25, 2007	VCSD
Career and Disability Services	Elizabeth T. Wilson	New Hire September 2007	VCSD
Financial Aid	Patricia A. Greene	June 29, 2007	VCSD
Military Programs	P. Leslie Brediger	February 18, 2008	VCSD
Student Life	Kate Torborg Shuman	June 3, 2007	VCSD
TRIO/OSP	Arturo U. Iriarte	February 27, 2008	VCSD
At Risk Family Initiative	Sally A. LaPoint	December 17, 2007	ACCO
Continuing Education	Marilyn Arseneau	June 27, 2007	ACCO
Osher Lifelong Learning Institute	Daniel S. Campbell	June 12, 2007	ACCO

Baseball	Richard M. Sofield	New Hire	DAD
Golf	New position		DAD
Cross Country	Lawrence G. Kimball	January 22, 2008	DAD

Administrative staff members in classified positions are evaluated each year on the anniversary hire date. The procedure for the performance appraisal for classified employees can be reviewed at, Performance Appraisal for Classified Employees [i]. The Employee Performance Management System (EPMS) [ii] is designed to allow the employee and the supervisor to meet to develop a plan of action to guide the employee in his/her job performance. On the review date, the employee and supervisor meet to discuss the employee's actual performance, and a rating of substantially exceeds; exceeds; meets; or fails to meet is recorded.

Unclassified Administrators are evaluated following the policies outlined in USC policy ACAF 1.02 [iii]. Beginning with evaluations conducted in 2007, the members of USC Beaufort senior administrative team, including the Chancellor, are evaluated annually utilizing goals from the USCB Strategic Plan and assessment of outcomes. At least every three years, the senior administrative team, including the Chancellor [iv], are evaluated using the 360 Degree Feedback method [v]. This process allows direct reports, peers, supervisors and, as applicable, individuals external to USC Beaufort an opportunity to provide valuable feedback for these leaders on their characteristics as effective administrators.

The Chancellor requests an annual report from senior administrators that examines their unit goals, assessment of their goals, and plans for the next year. This report is used during the Chancellor's annual evaluation meeting with each senior administrator. Every third year, feedback from the three-year 360 evaluation is incorporated in the annual evaluation during that particular year.

The President of the University annually conducts a formal evaluation of the Chancellor. The Chancellor meets monthly with the President to report on the progress, goals and objectives of the institution, and major initiatives. Additionally, the USC Beaufort Policy and Procedure 102 [vi], requires the periodic evaluation of the senior campus administrators by faculty, staff, students and external constituencies.

Department Chairs: With the final approval of the USC Beaufort Faculty Manual on August 10, 2007, a departmental structure was implemented. The Spring 2008 review will mark the first evaluation of the department chairs. The individual chairs will be reviewed using the criteria for faculty reviews outlined in the USC Beaufort Faculty Manual [vii]. In addition, the chairs will be evaluated on their administrative responsibilities. In May, the Executive Vice Chancellor for Academic Affairs and the department chairs will meet to review this evaluation process and make adjustments as needed.

## **Supporting Documentation**

- [i Performance Appraisal for Classified Employees](#)
- [ii Employee Performance Management System](#)
- [iii USC policy ACAF 1.02](#)
- [iv Chancellor 360 Degree Feedback](#)
- [v 360 Degree Feedback](#)
- [vi USC Beaufort Policy and Procedure 102](#)
- [vii USC Beaufort Faculty Manual](#)