NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULDN'T BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

This document describes the process of providing feedback to non-classified staff not covered under the faculty, classified staff or agency head feedback systems.

POLICY:

I. This document describes the process of providing feedback to non-classified staff not covered under the faculty, classified staff or agency head feedback systems. This feedback system may include, but is not limited to, the following positions: Executive Vice President, Senior Vice President, Vice President, Associate Vice President, Assistant Vice President, Provost, Associate Provost, Assistant Provost, General Counsel, Center Director, Athletic Director, Athletic Administrator, Academic Dean, Executive Council and non-classified director positions not covered under another University feedback system.

II. POLICY STATEMENTS

A. 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.

B. The performance of non-classified staff of the University will be evaluated annually. Overview will include feedback on the individual’s success in achieving the goals articulated in the University’s strategic plan for his/her respective offices or divisions and the individual’s effectiveness in leading a function, area,
Overview will be conducted by the employee’s direct supervisor.

C. A supervisor may initiate an overview of a direct report at any time deemed necessary and/or appropriate.

III. PROCEDURE

A. The Office of Human Resources and Equal Opportunity will coordinate the overview process for administrators subject to this policy. The annual overview due date will be April 30.

B. An employee with a hire date on or after November 1 will not receive a performance overview on the first April 30 due date following hire. Pending reappointment, the employee will receive a performance overview in the subsequent year.

C. The supervisor will be responsible for completing the performance overview. The final document should be signed by the supervisor and the employee. The original should be sent to the Office of Human Resources and Equal Opportunity. The supervisor should provide the dean/division head and the employee with a copy of the final performance overview.