



Policy Title:	Unclassified Staff/Administrator Performance Overview
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Policies Superseded:	1217; HREO-117
Policy Management Area(s):	Human Resources

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POLICY:

- I. This document describes the process of providing feedback to unclassified staff/administrators who are **not** covered under existing feedback systems at Coastal Carolina University, including Faculty Evaluation, Employee Performance Management System (EPMS), Agency Head Evaluation, or Other Funded Position Performance Overview. This excludes unclassified personnel assigned to the Athletics Department, with the exception of positions reporting directly to the President.

- 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. Overview will include feedback on the individual's success in achieving the goals articulated in the University's strategic plan for areas under the individual's purview and the individual's effectiveness in leading a function, area, department and/or division. Overview will include a self-assessment by the employee and 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 (HR) will coordinate the overview process for administrators subject to this policy. The annual overview due date is normally June 30.
- B. An employee with a hire date less than 120 days prior to the June 30 due date will not receive a performance overview. 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 HR. The supervisor should provide the dean/division head and the employee with a copy of the final performance overview.