

# PROCEDURE

**Number:** 11-08  
**Title:** Annual Performance Evaluation of the College & President  
**Responsibility:** Office of the President  
**Original Approval Date:** New Policy  
**Last Cabinet Review:**  
**Last Revision:**

## Reference (Policy and/or Procedure)

**SBTCE:**

**FDTC:** Policy 10-08

**Other:** H. 3473 Session 114 Sec.5 59053-710

## Procedure Description

### I. PURPOSE

Florence-Darlington Technical College adopt a formal policy for the Area Commission to conduct an annual performance evaluation of both the College and its President to ensure compliance with SACSCOC standards and support continuous institutional improvement.

### II. PROCEDURE

1. The Area Commission Chair and/or Vice-Chair, in collaboration with the College President, set forth the objectives and the standards for success the President will meet in the upcoming year. The Area Commission will complete the planning document and review with the President. The completed and signed planning document is submitted to the SC Agency Head Salary Commission through the College's Office of the President by a set date in the Fall of each year.
2. The Agency Head or the Area Commission will schedule performance conferences as needed to discuss performance or revise/modify objectives. If needed, the

completed and signed revised planning document is forwarded to the Agency Head Salary Commission through the College's Office of the President.

3. The President will schedule a pre-appraisal interview with the Area Commission at a mutually agreeable time prior to the evaluation due date to present self-evaluation in relation to the objectives and success criteria outlined in the planning document. The evaluation document will be signed by the Area Commission Chair and/or Vice Chair and the President to verify that the pre-appraisal interview was conducted.
4. In June of each year, Area Commission members complete an evaluation survey relative to the performance of the President and return it to the Area Commission Chair and/or Vice Chair to compile and submit as part of the overall evaluation. The Area Commission then completes the evaluation document based on its assessment of the President's performance as presented in the pre-appraisal interview and the survey. The final document will be approved by the Chair and signed by the Chair and/or Vice Chair. The approved document and survey results will be reviewed with the President. The President will sign the document to indicate they have seen the document and survey results. The completed document and survey composite sheet will be submitted to the SC Agency Head Salary Commission through the College's Office of the President by a set date in late Summer of each year.