

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 3.1.9.3
Related Policy: 3.1.9
Title: Faculty Performance Management System:
Probationary Performance
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 07-14-2010
Last Cabinet Review: 07-09-2020
Last Revision: 07-09-2020

President

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Definition of Probationary Status

Initial faculty appointments shall be in probationary employment status of not more than two full academic years' duration. An academic year at Horry-Georgetown Technical College shall be equivalent to thirty-nine (39) weeks (Fall and Spring semester). Two full academic years' duration shall equal seventy-eight (78) weeks. Each week worked during the Fall and Spring semesters shall count towards the attainment of covered status. The weeks worked during the summer months do not count. Whether a faculty member does or does not work during the summer term(s) has no effect on the attainment of covered status. The probationary period may not be extended.

II. First Year Probationary Status

Faculty members exempt from coverage under the State Employee Grievance Procedure Act shall also be given annual performance appraisals. The completion of the Interim Performance Appraisal within the first year of the Probationary Period does not serve as completion of the probationary period and will not be included in the calculation of retention points for a Reduction in Force.

An Interim evaluation⁽⁴⁾ of performance will be conducted on or before March 1 of the first year of the faculty member's employment. (Dates may be adjusted based upon initial employment

date of the faculty member). The rating for first year probationary faculty overall can be a “Successful” or “Unsuccessful.”

(4) Reference College Procedure 3.1.9.2 – Faculty Performance Management System

The College shall advise the first year probationary Associate Professor (“Associate Professor” is defined as a probationary faculty member) the need to extend the offer of employment for an additional year on or about April 1 of the faculty member’s first year.

III. Second Year Probationary Status

An annual evaluation of performance in conjunction with a summative interview by the Vice President for Academic Affairs and the written and oral portfolio will be conducted on or before March 15 of the second year of the faculty member’s employment. Prior to March 31, the Vice President for Academic Affairs provides to the President a recommendation from Associate Professor to Professor or advising a discontinuation of employment for the second year Probationary faculty (Associate Professor). (Dates may be adjusted based upon initial employment date of Faculty). In the second year Associate Professors are evaluated utilizing the FPMS Rating System.

IV. Interview Summative Interview by the Vice President for Academic Affairs

A summative interview will be conducted by the Vice President for Academic Affairs with the probationary faculty member to assess his/her performance during the probationary period.

V. Portfolio

Associate Professors (Probationary Faculty) will be required to prepare and present a professional portfolio, which is to include, but is not necessarily limited to, documentation that demonstrates effectiveness and success in pedagogy, innovation in teaching, curriculum development, college leadership, student centeredness, technology curriculum development and student assessment.