

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 1.2.5.1  
Related Policy: 1.2.5  
Title: Principles for the Annual Performance Evaluation of  
the College President  
Responsibility: Chairman, Area Commission  
  
Original Approval Date: 12-05-2000  
Last Cabinet Review: 11-29-2017  
Last Revision: 11-29-2017

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President

- A. 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 forwarded to the State Board for Technical and Comprehensive Education Human Resource Office for compilation and submission to the Agency Head Salary Commission through the State of South Carolina Office of Human Resources by September 1 of each year;
- B. The President reports to the Area Commission at the mid-point of the fiscal year (January/February) and an interim performance evaluation conference is held to discuss overall performance and revising objectives that are deemed necessary to fulfill the overall performance expectations of the President. If needed, the completed and signed revised planning document is forwarded to the State Board for Technical and Comprehensive Education Human Resource Office for compilation and submission to the Agency Head Salary Commission through the State of South Carolina Office of Human Resources;
- C. 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.
- D. In May/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 a majority of the Area Commission. The Area Commission Chair and/or Vice Chair will sign the document, indicating each Area Commission member has had an opportunity to review the final document. The approved document and survey results will be reviewed with the President. The President will sign the document to indicate he/she has seen the document and survey results. The completed document and survey composite sheet will be submitted to the State Board for Technical and Comprehensive Education Human Resource Office for compilation and submission to the Agency Head Salary Commission through the State of South Carolina Office of Human Resources by July 1 of each year.