

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: Chair, Area Commission

Original Approval Date: 12-05-2000
Last Cabinet Review: 01-24-2024
Last Revision: 08-04-2021

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 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;
- B. The agency head or the Area Commission will schedule interim 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.;
- 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 July 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 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.