

**STATE OF SOUTH CAROLINA
FRANCIS MARION UNIVERSITY**
**POSITION DESCRIPTION/EMPLOYEE PERFORMANCE EVALUATION FORM FOR
UNCLASSIFIED EMPLOYEES**
*(To be used for Administrative Staff, Executive Compensation Employees, Academic
Administrative Staff, Professional Librarians, and Coaches)*

Name	Performance Review from:	Performance Review to:
Teresa J. Ramey	March 1, 2015	February 29, 2016

University Title	Class Code/Slot/Position No.	Date Assigned to Current Position	State Employment Date
Vice President for Student Affairs & Dean of Students	UC04/0005/001537	April 1, 2010	July 24, 2006

PLANNING STAGE ACKNOWLEDGMENT
(Sign this section as your Planning Stage)

Rater/Supervisor: Dr. Fred Carter Date: 2/10/15

Reviewing Officer: N/A Date: _____

My Planning Stage and Combined Position description have been reviewed with me.

Employee: Mrs. Teresa J. Ramey Date: 2-16-15

Section 1

Briefly describe your management functions as they related to your agency's overall mission. What is the primary purpose of your position?

Founded as a state college in 1970, Francis Marion University adheres to the primary purpose of its establishment: to make available to people of all ages and origins an excellent undergraduate education in the liberal arts and selected professional programs. It also offers professional graduate programs. The University supports scholarly pursuits by students and faculty in order to promote academic development and intellectual stimulation and strives to provide the Pee Dee region of South Carolina with a variety of educational and cultural enrichment services. In order to continue to improve both quality and efficiency, Francis Marion engages in continuous evaluations of all its activities.

The Vice President for Student Affairs functions as the chief student affairs administrator, responsible for personnel, budgets, programs and activities of all departments under this area of the University. Other responsibilities include providing leadership, direction and guidance for the student affairs programs, which complement and support the mission of the University and enriches the quality of life for the student.

Section 2

Briefly describe the major end results toward which the efforts and activities of your position are directed.

To ensure that the students at Francis Marion University graduate as well-rounded citizens prepared to function in today's society. To provide appropriate experiences for students which enable them to be gainfully employable in the field of expertise.

Section 3

Essential and Marginal Job Functions of Position Description

Performance Level = P (1,2,3,4); Weighted Level = W (Your weighted points will be 95 for Essential Functions and 5 for Marginal Functions)

#	Essential Job Functions and Success Criteria	P	W
1	<p>Essential Job Function: Completes the Position Description/Employee Performance Evaluation for employees supervised and handles other personnel matters appropriately and effectively.</p> <p>Success Criteria: Ensures that the Position Description/Employee Performance Evaluation is submitted in an accurate and timely fashion for each employee being supervised; ensures that employees are kept abreast of appropriate policies and procedures; and ensures that the policies and procedures are followed.</p>	1	5
2	<p>Essential Job Function: Functions as the chief student affairs administrator.</p> <p>Success Criteria: Responsible for personnel, budgets, programs and activities of all departments under this area of the University. Responsible for providing leadership, direction and guidance for the student affairs programs (including cheerleaders) which complement and support the mission of the University and enriches the quality of life for the student.</p> <p>Ensures that the students at Francis Marion University graduate as well-rounded citizens prepared to function in today's society. Provides appropriate experiences for students that enable them to be gainfully employable in the field of expertise.</p> <p>Maintains a knowledge base of the current trends in student affairs, assesses the trends, and implements as appropriate at FMU. Ensures that the fundamental basics of student affairs functions, as determined by professional standards, are implemented within the guidelines of the institution and professional student affairs organizations. Assesses the effectiveness of Student Affairs programs and makes changes as needed. Interacts with the University Senior Staff in matters concerning Student Affairs as appropriate.</p>	1	25

3	<p>Essential Job Function: Ensures the development, coordination, and promotion of a positive student living environment through coordination of programs designed to meet the needs of the student body.</p> <p>Success Criteria: Provides guidance and direction to the Associate and Assistant Deans of Students through frequent contact, timely consultation and supervision; provides opportunities for and ensures resources are available for training and professional development; ensures the creation of new and innovative programs as needed; ensures the coordination of activities from various entities, including the Associate Dean of Students and the Assistant Deans of Students for Multi-Cultural Programs and Involvement; Residence Life; the Directors of Housing and Residence Life, Campus Recreational Sports, the University Center; Career Development, Counseling and Testing, and the Coordinator for Student Health. Ensures the planning, implementation and evaluation of a Student Leadership Development program, coordinated by the Associate and Assistant Dean of Students that includes timely and innovative topics and strategies. In addition, the VPSA provides administrative oversight for the ROTC program.</p>	■	15
4	<p>Essential Job Function: Coordinates and directs the development, enforcement, and interpretation of the Student Code of Conduct and Honor Code, and supervises/implements the judicial system and the members of the University community involved, including, but not limited to, the Associate Dean and Assistant Deans.</p> <p>Success Criteria: Develops, interprets, and disseminates the Student Code of Conduct and Honor Code as needed; reviews, coordinates and directs staff in the areas of adjudication, interpretations, implementation and administration for the University judicial system in accordance with University Policy, as well as local, state, and federal law; advises the members of the University community involved in the judicial system in regard to cases involving alleged violations of the Student Code of Conduct and Honor Code.</p>	■	15
5	<p>Essential Job Function: Performs related and other duties such as crisis management, committee assignments, Department, Division, and University representation on and off campus, policy development, and other duties as assigned.</p> <p>Success Criteria: Responds to crisis situations involving students in an appropriate and timely manner, adhering to University policy as well as local, state, and federal law; serves on committees as assigned, providing appropriate input and service; maintains a current knowledge of developmental and legal issues, and amends policies and procedures as necessary. Participates in an "on-call" rotation.</p>	■	15
6	<p>Essential Job Function: Directs, coordinates, develops, and continuously improves an exemplary and comprehensive Student Life Program. This is accomplished through supervision of the Associate Dean, Assistant Deans, Director of Campus Recreation Services, the Director of the University Center, and the Advisor to the Student Newspaper.</p> <p>Success Criteria: A. <i>Campus Life Environment</i>: Ensures the development of a campus environment that provides students opportunities to engage in developmental and entertaining activities. B. <i>Campus Recreation and Intramural</i>: Supervises the staff responsible for the total operation of the Campus Recreation which includes the University Intramural Program and indoor/outdoor recreational activities for students. Responsible for ensuring the development and implementation of policies and procedures related to scheduling of facilities, hours of operation and layouts for special functions. C. <i>Student Organization</i>: Ensures the planning and coordination of Student Organization activities (including, but not limited to, Greek letter organizations) through staff supervision and coordination. D. <i>Programming</i>: Ensures appropriate planning/implementation of University Programming Board activities through staff supervision. E. <i>Newspaper</i>: Provides logistical support for the Student Newspaper Advisor. F. <i>Student Government</i>: Serves as an advisor to the Student Government Association. G. <i>Multi-Cultural Student Affairs</i>: Ensures the planning and coordination of student activities through staff supervision.</p>	■	10

7	Essential Job Function: Responsible for staff development in the division. Success Criteria: Ensures opportunities are provided for staff to improve their knowledge and skills through seminars, conferences, and other activities; maintains professional contact with student affairs organizations and shares the publications of these organizations; and maintains a rapport with business leaders in order to provide other learning opportunities for staff.		10
8	Essential Job Function: Success Criteria:		
TOTAL WEIGHTED POINTS FOR ESSENTIAL FUNCTIONS			95

#	Marginal Function	P	W
1	Marginal Job Function: Assists the President with special projects as they occur. Performs related duties. Success Criteria: Uses time effectively and efficiently in accomplishing those tasks that are not required on a regular basis. Displays interest and enthusiasm in performing other related duties. Motivates by creating an organizational environment or climate where employees can perform.		5
TOTAL WEIGHTED POINTS FOR MARGINAL FUNCTION			5

Section 4

What are the primary sources of requests for your services?

Faculty
Students
Staff/Administration
Parents/Family Members of Students
Civic and Community Organizations
Other Colleges and Universities

Section 5

Describe the authority you exercise in fiscal matters, personnel matters, and all other matters relating to your area of accountability.

Fiscal Matters: Oversees the planning of the budgets of Student Affairs.

Personnel Matters: Responsible for recruitment, hiring and promotion within Student Affairs.

Other Matters: Recommends changes to policies and procedures as necessary.

Section 6

List statistical data that provides indications of the magnitude of the activities for which you are accountable.

Responsibilities include:

- Overall administration of budgets totaling over \$1,000,000.
- Selection, training, supervision, and evaluation of 7 professional, 1 clerical, and over 50 part-time student staff members.
- Adjudication of over 300 cases of student conduct annually.
- Development and implementation of programs, services, policies, and procedures designed to provide an appropriate campus life environment for 4,000 students (1,550 of which live on campus).
- Responsible for coordination of activities involving over 50 registered student organizations.

Section 7

Briefly describe the principal challenges encountered in your position.

Challenges include:

- Maintaining a student life environment that provides the appropriate amount of oversight to ensure safety and success while allowing student self-determination and independence.
- Providing activities and services that are desirable by a changing student body while meeting their developmental needs, increasing both satisfaction and retention rates, and managing institutional liability.
- Ensuring that staff members engaged in various, simultaneous services and activities are selected, trained and supervised in an appropriate manner.
- Responding to divergent requests from students, parents, and faculty for assistance.
- Addressing the needs of various constituents, including students, faculty, staff, community, and student families that are occasionally in conflict with one another.
- Ensuring that students are exposed to a variety of programs, activities, and events to help them develop to their fullest potential.
- Finding sources of funding to support comprehensive development programs.
- Expanding student life programs.
- Responding to requests from CHE & SHAC and other governmental agencies for assistance and completion of required reports, etc.

Section 8

What aspects of your job require the greatest attention? Indicate approximate percentage of time required.

All aspects of program development, implementation, and evaluation – 50%

Student conduct, crisis management, response to concerns – 25%

Strategic planning, administration, and coordination with other entities within organization – 25%

Section 9

What educational credentials, special licensing, special formal training or prior work experiences are required for your position at entry?

The Vice President for Student Affairs must have an earned Master's Degree in student personnel, higher education administration or related field. Must have extensive general knowledge of Student Affairs and Development, specifically focused in the areas of Resident Life, Student Activities, Greek Life, Leadership Development, Student Judicial Affairs, and Legal Issues in Higher Education.