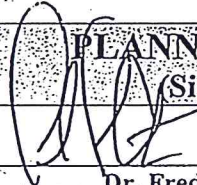


**STATE OF SOUTH CAROLINA
FRANCIS MARION UNIVERSITY**
**POSITION DESCRIPTION/EMPLOYEE PERFORMANCE EVALUATION FORM FOR
UNCLASSIFIED EMPLOYEES**
*(To be used for Administrative Staff, Executive Compensation Employees, Academic
Administrative Staff, Professional Librarians, and Coaches)*

Name	Performance Review from:	Performance Review to:
Dr. Charlene Wages	March 1, 2016	February 28, 2017

University Title	Class Code/Slot/Position No.	Date Assigned to Current Position	State Employment Date
Vice President for Administration, Hugh K. Leatherman Professor of Public Service and Professor of Psychology	UC04/0006/107885	June 22, 2005	January 9, 1986

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

Rater/Supervisor:  Date: _____
Dr. Fred Carter

Reviewing Officer: _____ Date: _____
N/A

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

Employee: Charlene Wages Date: _____
Dr. Charlene Wages

Section 1
Briefly describe your management functions as they related to your agency's overall mission. What is the primary purpose of your position?

The Vice President for Administration provides leadership and serves as a principal administrative officer with overall institutional responsibility for a variety of legally-based institutional functions, including: management of the university's technology, computing, and data base management services, human resources, inventory, payroll, telecommunications, and institutional research, planning and institutional effectiveness. The Vice President will be part of a senior management team of the university, contributing to the strategic planning of the university and serving as a member of the President's Cabinet. The Vice President serves at the pleasure and will of the President.

The expectation is that the vice president of administration will have academic credentials to qualify as a member of the Francis Marion University faculty with some teaching responsibilities. Anticipated teaching load would be: a minimum of three hours per semester.

Section 2

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

Administers the University's support of information technology, IT, as it relates to the instructional and research missions of the campus network any by relating the University to the changing market of IT.

Design FMU's Institutional Effectiveness System (IES) including the plan for continuous institutional improvement.

Provide faculty, staff, temporaries, and all part-time employees with superior Human Resources management services and telecommunication services.

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: Assures that the Position Description/Employee Performance Evaluation is submitted in an accurate and timely fashion for each employee being supervised; assures that employees are kept abreast of appropriate policies and procedures; and assures that the policies and procedures are followed.</p>		5
2	<p>Essential Job Function: Directs the duties and responsibilities of the Office of Human Resources</p> <p>Success Criteria: To provide faculty, staff, temporaries, and all part-time employees with superior Human Resources management services, including: 1) classification and compensation programs, 2) benefits programs, 3) employee training and development programs, and 4) Workers' Compensation program. Establishes and directs the employment function of the Agency for all positions.</p>		18
3	<p>Essential Job Function: Directs the duties and responsibilities of the Chief Information Officer.</p> <p>Success Criteria: Assures the development of the university's technology, computing and data management services and that systems developed meet the user's needs and are in accordance with the University's overall mission.</p>		36

ESSENTIAL JOB FUNCTIONS AND SUCCESS CRITERIA

#		P	YY
4	<p>Essential Job Function: Directs the duties and responsibilities of the Office of Institutional Research Planning and Effectiveness</p> <p>Success Criteria: Responsible for conducting student and alumni surveys including survey design and configuration, formatting, scheduling, distribution, data entry, data verification, analysis of data and preparation of a variety of analytical reports based on survey results.</p> <p>Responsible for creating, defining and carrying out new institutional research projects responsive to an increasing demand for more complex statistical data as a component of the institution's decision-making process.</p> <p>Design FMU's Institutional Effectiveness System (IES) including the plan for continuous institutional improvement. Manage the planning, implementation, and evaluation of FMU's institutional effectiveness system including: strategic planning, data analysis, information dissemination, and utilization of institutional research data. Prepare institutional effectiveness reports for FMU officials (Trustees, President, etc.) and external agencies (CHE, SACS, etc.). Provide on-going IES technical assistance and support to FMU program/office leaders.</p>		18
5	<p>Essential Job Function: Directs the duties and responsibilities of the Office of Telecommunications, Payroll, and Inventory.</p> <p>Success Criteria: Ensures that the University follows State and Federal guidelines as related to payroll, telecommunication, and inventory procedures.</p>		18
6	<p>Essential Job Function:</p> <p>Success Criteria:</p>		
7	<p>Essential Job Function:</p> <p>Success Criteria:</p>		
8	<p>Essential Job Function:</p> <p>Success Criteria:</p>		
TOTAL WEIGHTED POINTS FOR ESSENTIAL FUNCTIONS			95

Section 8

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

Oversees the areas of Human Resources, Technology, Computing, and Data Management Services (Academic Computing Services, Administrative Computing Services), Telecommunications, and Institutional Research: 90%

Works with employees and supervisors to create a teamwork environment and participative management style: 10%

Section 9

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

Strong Management, human relations, organizational and leadership skills in a comparable public or private institution of higher education. Experience in building partnerships with academic affairs, student affairs, business affairs, institutional advancement and other external sources to advance the university's mission. Demonstrated experience and/or knowledge of managing personnel in an academic environment, employment and employee development, counseling, data analysis and information technology. Excellent public relations, interpersonal, oral and written communication skills. Proven problem-solving capabilities. Master's degree required, but doctorate preferred.

Section 10

Give any additional information you believe would help someone better understand your position.

The departments that are under my supervision are quite diverse in their function and role and thus require an overall understanding and sensitivity and the ability to evaluate and establish priorities as circumstances warrant.

Section 11

Supervisory Responsibilities

If this position includes supervisory responsibilities, please indicate the class title and number of positions of the three highest-level subordinates.

#	CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	#
1	Agency Chief Information Officer	1
2	Program Coordinator II	1
3	Human Resource Manager II	2
Number of Employees Directly Supervised		7
Total Number Indirectly Supervised:		16
		23