

**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)*

<b>Name</b>	<b>Performance Review from:</b>	<b>Performance Review to:</b>
Dr. Peter D. King	June 01, 2016	June 01, 2017

<b>University Title</b>	<b>Class Code/Slot</b>	<b>Date Assigned to Current Position</b>	<b>State Employment Date</b>
Provost, Dean of the Francis Marion College of Liberal Arts, Professor of Biology	UD03/0001/118590	06/01/2016	08/16/1996

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Peter D. King

**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 mission of Francis Marion University is to provide a varied and well-balanced program of undergraduate and limited graduate programs to students of South Carolina, to conduct research, which is appropriate to support the University's teaching mission, and to provide a variety of services to the public. The Provost reports to the President and serves as the chief academic officer. To emphasize the University's teaching mission, the Provost may teach in his/her discipline. This position works closely with the President in planning operations of his/her area of responsibility. These responsibilities include: curriculum development and implementation, academic space allocation; development of catalogs, brochures, and other materials describing the University and its academic programs; instruction, grading, faculty recruitment and development, preparation and implementation of academic budgets, departmental affairs; continuing education, liaison with the Commission on Higher Education in academic affairs, etc. This position is responsible for representing the University at various official state and regional meetings and assumes the responsibilities of the President if the latter is away from campus. Performs other related duties.

**Section 2**

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

The Provost works toward developing an academic program that meets the needs of its undergraduate and graduate students; ensures a qualified faculty and staff is employed; and engages in community programs/activities to build and foster community and state relationships with the University.

**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><b>Essential Job Function:</b> Works closely with the President in planning operations.</p> <p><b>Success Criteria:</b> A. Curriculum development and implementation – Develops and coordinates academic programs such as general education, international studies, and pre-professional programs. B. Academic space allocation – develops procedures for allocating classroom space. C. Oversees the development of brochures and other materials describing the University and its academic programs. D. Instruction and grading – Responsible for implementing and recommending changes to the policies and procedures affecting these areas. Ensures the grading system adheres to established policies and procedures. E. Faculty recruitment and development – Actively recruits and recommends potential faculty for employment. Encourages faculty development through workshops, seminars, furtherance of education, sabbaticals, etc. Oversees orientation for new and part-time faculty members. F. Academic budgets – Prepares and implements academic budgets. Monitors on a monthly basis. G. Departmental Affairs – Responsible for administrative functions of the office. Reviews all annual reviews of faculty members. H. Continuing Education</p>		40
2	<p><b>Essential Job Function:</b> Serves as liaison with the Commission on Higher Education in academic affairs, etc.</p> <p><b>Success Criteria:</b> Attends meetings of Academic Affairs Advisory Committee, the CHE Academic Affairs Committee, and the full commission when necessary. Maintains appropriate contact with CHE staff to ensure the University remains abreast of policies and procedures that affects it.</p>		15
3	<p><b>Essential Job Function:</b> Represents the University at various official state and regional meetings. Assumes the responsibilities of the President if the latter is away from campus.</p> <p><b>Success Criteria:</b> Attends meetings (state or regional) to represent the University; provides oral or written reports where appropriate and shares information with administration and faculty.</p>		15

4	<p><b>Essential Job Function:</b> Works with the appropriate administration to advance the internationalization initiative of the University.</p> <p><b>Success Criteria:</b> Assures that the internationalization initiative is advanced through working with the committee to develop an exemplary program. Ensures appropriate courses are offered and that plans are begun to provide opportunities for students to study abroad.</p>		10
5	<p><b>Essential Job Function:</b> Serves as Dean of the College of Liberal Arts.</p> <p><b>Success Criteria:</b> As Dean of the College of Liberal Arts, works closely with the chairs and faculty of the College of Liberal Arts to provide students with skills and knowledge needed for personal and professional success.</p>		10
6	<p><b>Essential Job Function:</b> Completes the Position Description/Employee Performance Evaluation for employees supervised and handles other personnel matters appropriately and effectively.</p> <p><b>Success Criteria:</b> 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
7	<p><b>Essential Job Function:</b></p> <p><b>Success Criteria:</b></p>		
8	<p><b>Essential Job Function:</b></p> <p><b>Success Criteria:</b></p>		
<b>TOTAL WEIGHTED POINTS FOR ESSENTIAL FUNCTIONS</b>			<b>95</b>

#	Marginal Function	P	W
1	<p><b>Marginal Job Function:</b> May instruct one course per year in a discipline appropriate to his/her training. Performs related duties.</p> <p><b>Success Criteria:</b> 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. Meets agency affirmative action goals in such areas as hiring, promoting, or placement; level of personal and organization commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social/economic equal opportunity goals.</p>		5
<b>TOTAL WEIGHTED POINTS FOR MARGINAL FUNCTION</b>			<b>5</b>

**Section 4**

**What are the primary sources of requests for your services?**

President  
Faculty  
Students  
Staff  
Civic & Community organizations  
State & Federal agencies  
Other Colleges & Universities

**Section 5**

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

**Fiscal:** Oversees the planning of the budgets of all academic departments and schools; requests funds for grants.

**Personnel:** Responsible for the recruitment, hiring and promotion of all faculty; directly supervises approximately 210 faculty, chairs, deans and administrative employees.

**Other:** Recommends changes to academic policies and procedures as necessary; assumes the responsibilities of the President if the latter is away from campus.

**Section 6**

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

Handles budgets in excess of 1 million dollars; oversees the coordination of over 200 graduate, evening and summer programs; monitors the promotion and coordination of over 30 grants in over 25 disciplines.

**Section 7**

**Briefly describe the principal challenges encountered in your position.**

The principal challenges faced by the Provost are employing the best credentialed faculty and staff; increasing enrollment of academically talented students; developing academic programs; improving graduation and retention rates; managing budgets; and using time effectively in order to provide leadership in many areas.

**Section 8**

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

Academic affairs: 30%  
Faculty development: 25%  
Curriculum development: 20%  
Instruction: 15%  
Recruitment, hiring, promotions: 10%

**Section 9**

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

Doctorate in a discipline which corresponds to one of the major academic programs of the University; ability to qualify for the rank of professor in an academic discipline at the University; a demonstrated record of accomplishment in teaching and publications; sensitivity to a wide range of faculty issues, including compensation, faculty development, and faculty governance. Substantial experience in administration above the department level required. Involvement with national/regional accrediting agencies and process. Ability to establish and maintain effective working relationships with faculty, students, staff, and the general public. The Provost may teach one course per semester in his/her discipline.

**Section 10**

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

The person in this position is expected to adhere to a higher standard of ethics than are persons in subordinate positions. Also, this position is expected to give leadership in both formal and informal ways. Further, the President and the University are entitled to expect from this position a high degree of loyalty. In addition, the effectiveness of this position depends on the support and cooperation from others. Communications between this office and the various offices that report to it are extremely important.

**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	Deans of Schools			3
2	Chairs of Departments			11
3	Associate Provost			3
4	Dean of the Library			1
5	Administrative Coordinator I			1
<b>Number of Employees Directly Supervised</b>		<b>20</b>	<b>Total Number Indirectly Supervised:</b>	<b>265</b>
				<b>285</b>

**Section 12**

**Job Requirements**

1. Must be able to communicate via telephone for incoming and outgoing calls and in person 100% of the time.
2. Must be able to interpret handwritten and typewritten documents 100% of the time.
3. Must have substantial leadership experience in higher education administration.
4. Must demonstrate a high energy level and record of commitment to continuous improvement, comprehensive assessment of learning and services, and a student-centered learning environment.
5. Must demonstrate a record of commitment to innovation and change.
6. Must demonstrate a record of commitment to promoting multiethnic/multicultural awareness and acceptance.
7. Must demonstrate a record of commitment to and experience with internationalization of the curriculum.
8. Must demonstrate a record of commitment to the utilization of information technology and multimedia applications to enhance the learning process.
9. Must demonstrate a record of leadership in strategic planning, budget development supervision, the management of human resources, and the promotion of faculty collegiality.

**Section 13**

**PERFORMANCE CHARACTERISTIC**

**(This section shall be rated as "A" Acceptable or "U" Unacceptable)**

#	Characteristics/Definition	A	U
	<p><b>Characteristic:</b> Promoting Equal Opportunity</p> <p><b>Definition:</b> Meets agency affirmative action goals in areas such as hiring, promotion, or placement; level of personal and organization commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contribution toward minority programs and other social/economic equal opportunity goals.</p>		

**Section 14**

**Performance Objectives**

Performance Objectives are optional for all employees. If a rater/reviewer elects to represent a specific objective of a special non-recurring project nature to be accomplished during the rating period, this may be accomplished by adding an attachment to this document, which must be signed and dated by both the rater/reviewer and employee. If this action is taken, no more than 10 weighted points can be used for the objective.

The difference in weighted points would be deducted from the essential functions in order to maintain an overall total of 100 weighted points. Each objective shall be rated in the evaluation stage based on the four levels of performance.



Section 17

EVALUATION STAGE ACKNOWLEDGMENT

(This section is signed upon completion of the Evaluation)

Rater/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Fred Carter

I, the Reviewing Officer, concur in the rating given by the Rater/Supervisor \_\_\_\_\_

I, the Reviewing Officer, do not concur in the rating given by the Rater/Supervisor \_\_\_\_\_

Reviewing Officer Comments (including any change in rating on any Job Function/s or Objective/s)

\_\_\_\_\_  
\_\_\_\_\_

Reviewing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

N/A

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Dr. Peter D. King

(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor and/or any changes made by the Reviewing Officer - not that I necessarily agree.)

Employee Comments

\_\_\_\_\_  
\_\_\_\_\_