

## **Nepotism Policy**

No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a State or local office or position which the public official, public member, or public employee supervises or manages. (Section 8-13-750 State Code of Laws)

## **FACULTY PERFORMANCE REVIEW SYSTEM**

### **Preamble**

In order to allow the faculty of Francis Marion University to maintain a high standard of excellence in teaching, scholarly activity, and service, the faculty of Francis Marion University do hereby establish a formal, annual performance review of all members of the FMU faculty, whether tenured, tenure-track, or non-tenure-track. The performance review shall consist of three parts: (1) a self-review in the form of the faculty member's annual report, (2) annual summary data provided by the Student Rating Form, and (3) an annual review by each faculty member's department chair or school dean. The policies and procedures of this annual review will be consistent with "Best Practices for a Performance System for Faculty" as specified by the South Carolina Commission on Higher Education.

### **I. System Guidelines**

The Faculty Evaluation System shall:

- A. Provide information that will allow for formative evaluation, information that can be used by the faculty members to improve teaching, scholarly activity, and service.
- B. Provide information that will allow for summative evaluation, so as to allow for comparison to others--primarily within the discipline--and established professional standards, such that the information can be used to assist in decisions concerning tenure, promotion, and merit raises.
- C. Rely upon several sources of information--students, chair/dean, and self. No one source shall be the sole basis of evaluation.
- D. Provide for faculty development including, for tenure-track faculty, an internal peer evaluation during the third year. For both pre- and post-tenure faculty it is important to have evaluative information for use in faculty development.
- E. Offer ample recognition of faculty excellence in the areas of teaching, scholarly activity, and service. A faculty evaluation system based upon identifying and rewarding excellence will be far more productive than one based on penalties.

### **II. Student Evaluations of Faculty**

#### **A. General Guidelines for Use of Student Rating Forms**

1. Faculty are required to administer student course evaluations during spring and fall sessions. During all summer sessions, student course evaluations are normally