

SUBSTANCE ABUSE COMPLIANCE POLICY

Francis Marion University Policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on the University campus or at any University-sponsored event by faculty, staff, and students regardless of whether the student or employee is part-time, full-time, temporary, probationary, or permanent, pursuant to state and federal laws. This policy is set forth in the *Substance Abuse Compliance Policy* available from the University's website and from the Human Resources Office.

Violation of this policy by academic employees, regardless of tenure status, will lead to the initiation of procedures for disciplinary action and may have legal consequences.

Violation of this policy by staff employees will be cause for disciplinary action pursuant to "Progressive Discipline Policy" and may have legal consequences.

Violation of this policy by students or student employees will lead to sanctions detailed in the student alcohol and drug policy as contained in the *Francis Marion University Student Handbook*.

Faculty, staff, and students are required to abide by the terms of this policy as a condition of employment or student status. In addition, grant or contract employees are required to notify the Vice President for Administration of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after the conviction. Federal law requires the University to notify the granting or contracting agency of a criminal drug statute conviction in the workplace within ten days of the date the University receives notification. Upon receiving notice, the Vice President for Administration will notify the granting or contracting agency so that the notice requirement will be satisfied.

Additional information on the procedures of this requirement is available in the Human Resources Office.

POLICY AND PROCEDURES FOR THE EVALUATION OF ACADEMIC ADMINISTRATORS

Instrument and General Procedures

The evaluation instrument contains statements about administrators to which the faculty indicate the degree of their agreement on a five-point scale from strongly disagree to strongly agree. A sixth category will be offered for indication of a respondent's desire not to respond to an item. The items are selected to represent an administrator's leadership style, interpersonal skills, and performance of duties, as well as the status of the unit. Definitions of these areas are in Table 1.

Faculty members are also given space to provide additional evaluative comments and recommendations. Evaluative comments and recommendations will be given only to the person being evaluated. Ratings will be made on an op-scan sheet to facilitate scoring and data management. The data are scored at the Academic Computing Center and a report containing the same summary statistics on each item used for the Faculty Evaluation forms computed.

The Executive Committee of the Faculty Senate is responsible for conducting the evaluation. Summary statistics from each year may be used to judge change in the views of the academic administrators and effectiveness of their leadership. A data summary work group of

faculty members, including some trained in data analysis and measurement, shall be appointed by the Executive Committee of the Faculty Senate to prepare final analyses and summaries. Ratings shall be made at approximately the middle of each spring semester. The data shall remain with the Executive Committee. The Executive Committee and data summary work group shall maintain the confidentiality of the data summaries. **The Provost's office will make the data summaries available for review by full-time faculty who were eligible to participate in the evaluation of a chair/dean, the Provost, or the President.** The data summaries are not to be copied or removed. In the case of chairs/deans, a majority vote of faculty eligible to participate in the evaluative process may request a meeting with the chair/dean to discuss strengths/weaknesses and/or recommendations.

Departmental/School Procedure

Each full-time member of a department or School will complete the rating sheets and may offer additional evaluative comments concerning the administrative competence of the chair/dean. The data summaries will be given to the chair/dean and the Provost. The chair/dean will discuss the data summaries with the Provost.

Procedure with regard to the Provost

Each full-time faculty member of the University will fill out the rating sheets and may offer additional evaluative comments concerning the administrative competence of the Provost. The reports will be given to the Provost and the President. The Provost will discuss the data summary with the President.

Procedure with regard to the President

Each full-time member of the University will fill out the rating sheets and may offer additional evaluative comments concerning the administrative competence of the President. The data summary will be given to the President and the Chair of the Board of Trustees. The President and the Chair of the Board or their designees will discuss the summary.

Table 1: Items for Evaluation of Academic Administrators

Leadership Style

1. Recognizes and rewards faculty fairly.
2. Holds effective and timely department/School meetings.
3. Includes faculty in the decision-making process.
4. Exercises fairness in making course assignments during fall, spring, and summer sessions.
5. I rate the administrator's overall performance in this section as good.

Duties

6. Develops the departmental/School budget with appropriate faculty input.
7. Handles the budget fairly and wisely.

8. Supports curriculum changes when needed.
9. Evaluates faculty fairly (including annual merit ratings).
10. Encourages and supports faculty research and scholarship.
11. Assesses department/School needs and sets goals.
12. Provides encouragement to the faculty members of the department.
13. Facilitates obtaining grants and contracts.
14. I rate the administrator's overall performance in this section as good.

Skills

15. Fosters positive faculty morale as a priority.
16. Uses discretion in handling confidential matters.
17. Communicates readily and easily with individuals.
18. Keeps abreast of ideas and new developments in the discipline and the profession that affect the department/School.
19. Acknowledges his or her own mistakes.
20. Leads the department/School with input from the faculty and staff.
21. I rate the administrator's overall performance in this section as good.

Status and Progress of the Department/School

22. Possesses the skills and knowledge necessary to evaluate teaching.
23. Effectively represents departmental/School needs to the University.
24. Supports faculty community involvement.
25. Exercises leadership in the development of a long-term plan for program enhancement.
26. I rate the administrator's overall performance in this section as good.

OTHER FACULTY REGULATIONS AND POLICIES

Confidentiality

Employees entrusted with information of a confidential nature must not reveal such information to co-workers or others without proper authorization.

Employee Assistance Program Policy

Francis Marion University, recognizing the dignity, value, and contributions of all employees, has established an Employee Assistance Program to ensure administrative support for any employee experiencing personal difficulties that may result in personal stress or problems that could have an impact on job performance. This policy is to provide confidential, professional referral assistance to employees experiencing personal difficulty in order to help them continue to be productive employees. Staff and faculty members are encouraged to call