

**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:
Murray G. Hartzler	March 1, 2015	February 29, 2016

University Title	Class Code/Slot/Position No.	Date Assigned to Current Position	State Employment Date
Director of Athletics and Coordinator of Physical Education Program	UH11/0002/1556	August 30, 2000	August 16, 1994

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

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

*[Signature]*  
 Dr. Fred Carter

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

*[Signature]*  
 N/A

*[Signature]*

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

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

Mr. Murray G. Hartzler

**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 SC, to conduct that research which is appropriate to support the University's teaching mission, and to provide a variety of services to the public. Under limited supervision, follows all Francis Marion University NCAA Division II, and Peach Belt Athletic Conference regulations, including budgeting, recruiting, scouting of opponents, scheduling, use of facilities, team travel details and fundraising and promotion of the program.

**Section 2**  
**Briefly describe the major end results toward which the efforts and activities of your position are directed.**

To provide a well-rounded schedule of intercollegiate athletic competitions designed to encourage participation by a segment of the student body, which complements and is consistent with the educational courses offered by the institution. Follows the philosophy and guidelines of the University, the Athletics Department, the NCAA, the Peach Belt Athletic Conference, and Bloodborne Pathogens policies and procedures. Performs duties in cooperation with the administrative staff.

**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> ADMINISTRATIVE DUTIES RELATED TO ATHLETICS</p> <p>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> <ol style="list-style-type: none"> <li>1. Prepares, establishes, and controls budgets of the Athletic Department as it relates to each program.</li> <li>2. Supervises coaches, assistant coaches, administrative personnel, students, etc.</li> <li>3. Establishes and implements policies and procedures. Makes recommendations for changes as needed:               <ol style="list-style-type: none"> <li>a) Maintains effective interpersonal relationships with fellow coaches, teachers, players, and administration.</li> <li>b) Generates interest in the whole program of athletics through positive promotion and dynamic support of the total program.</li> </ol> </li> <li>4. Supervises all coaches in coordinating recruitment of athletes and scouting of opponents to assure that the coaches:               <ol style="list-style-type: none"> <li>a) Keep in contact with area high school coaches for prospects by direct interviews and correspondence in accordance with regulations established by the governing bodies of the NCAA and Peach Belt Athletic Conference.</li> <li>b) Deals honestly with all prospective student-athletes by aiding them to understand the nature of the education program at Francis Marion University and the athletic program in particular.</li> <li>c) Recruit through judgment of talent and observation of ability to determine scholarship recipients.</li> <li>d) Fully knowledgeable of the University's admission standards and procedures and familiar with requirements of each of the Educational units of Francis Marion University, especially admissions.</li> </ol> </li> <li>5. Coordinates athletics field and building maintenance, athletic inventory and disbursement of uniforms, insurance, Athletic banquet, camps, scheduling of contests, recruitment of athletes, etc.</li> <li>6. Represents Francis Marion University at NCAA functions. Participates in fundraising activities and distributions of funds.</li> </ol>	4	71
2	<p><b>Essential Job Function:</b> ADMINISTRATIVE DUTIES RELATED TO PHYSICAL EDUCATION PROGRAM</p> <p><b>Success Criteria:</b> Works closely with the School of Education, Registrar's Office, and Office of the Provost in coordinating the physical education program for the University.</p>	4	24
3	<p><b>Essential Job Function:</b></p> <p><b>Success Criteria:</b></p>		

4	<b>Essential Job Function:</b>  <b>Success Criteria:</b>		
5	<b>Essential Job Function:</b>  <b>Success Criteria:</b>		
6	<b>Essential Job Function:</b>  <b>Success Criteria:</b>		
7	<b>Essential Job Function:</b>  <b>Success Criteria:</b>		
8	<b>Essential Job Function:</b>  <b>Success Criteria:</b>		
<b>TOTAL WEIGHTED POINTS FOR ESSENTIAL FUNCTIONS</b>			<b>95</b>

#	<b>Marginal Function</b>	P	W
1	<b>Marginal Job Function:</b> Assists the President with special projects as they occur. Performs related duties.  <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.	4	5
<b>TOTAL WEIGHTED POINTS FOR MARGINAL FUNCTION</b>			<b>5</b>

**Section 4**

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

Students  
Other colleges and universities  
News media  
Businesses  
High schools  
Alumni groups  
Faculty  
Staff  
Civic Clubs

**Section 5**

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

**Fiscal Matters:** Responsible for the Athletic Department budget; supervises budget control of 14 sports; oversees the disbursement of Athletic Department scholarship funds; coordinates purchasing of supplies and travel.

**Personnel Matters:** Coordinates the recruitment of athletes and compliance with NCAA regulations; interviews, hires, promotes, and terminates employees.

**Other Matters:** Implements policies of the University and offers suggestions for changes of these procedures.

**Section 6**

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

Oversees annual Athletic Department budget of \$800,000; oversees scheduling and playing of 300 contests with 152 student/athletes participating. Employment may be terminated if found to be involved in deliberate and knowing violation of NCAA regulations.

**Section 7**

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

Developing new and creative strategies to increase the community's awareness of the University's athletic program. Devising innovative programs that will encourage recruits to attend FMU.

**Section 8**

**What aspects of your job require the greatest attention? Indicate approximate percentage of time required.** (Please note that this section will total 100%; however, it will not agree with the percentages as outlined in each of the Essential and Marginal Functions. Example: The Essential and Marginal Functions are used for rating purposes; however, a percentage of coaching duties are also related to the other functions. Therefore, this section will be used for actual reporting of breakdown of funds for the specific areas listed below. Teaching duties may vary from semester to semester. In this case, the actual teaching duties may be increased or reduced on the breakdown of funds and the difference will be taken from or placed in administrative or coaching duties for budget purposes.)

Activity	Percentage
Administration – Physical Education Program	24.00
Administration – Athletics	76.00
TOTAL	100.00

**Section 9**

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

Bachelor's degree required; Master's degree preferred. Previous coaching and supervisory experience in an academic setting required. Ability to establish and maintain effective working relationships with faculty, students, staff, and the general public. First aid and/or CPR certification is helpful. Valid SC Driver's License.

**Section 10**

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

N/A

**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	Athletic Coach	14
2	Administrative Specialist II	1
3		
Number of Employees Directly Supervised		15
Total Number Indirectly Supervised:		5
		20

**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 be able to understand and implement athletic policies and procedures 100% of the time.
4. Must be able to travel off campus 100% of the time.
5. Must be able to physically demonstrate techniques, moves, use of equipment, etc. 100% of the time.

**Section 13**  
**PERFORMANCE CHARACTERISTIC**  
 (This section shall be rated as "A" Acceptable or "U" Unacceptable)

#	Characteristics/Definition	A	U
	<b>Characteristic:</b> Promoting Equal Opportunity  <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.	✓	

**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 15**  
**Summary and Improvement Plan**

1. Identify the employee's major strengths, giving examples as appropriate.

*Mr. Hartzler is an experienced and accomplished athletic administrator who has served as the FMU athletic director for the past 16 years. He is talented, capable and thorough.*

2. Describe in detail this employee's areas needing improvement and how these areas can be improved. (Identify and describe in detail the performance areas that require immediate attention and identify the professional development activities that the employee should undertake to address these concerns.)

*- None -*

3. Describe in detail what this employee has accomplished this past year, which was above and beyond what was expected.


- Growth and development of all NCAA athletic and intramural programs;*
- Oversight of all athletic facilities at the student center complex;*
- Management of the coaching, athletic support and athletic administration staffs; and*
- Serving as a member of the senior staff at the president's cabinet.*

**Section 16**  
**Appraisal Results**

Substantially Exceeds     Exceeds     Meets     \*Below

\* A comprehensive justification/documentation for an overall below performance requirement (B) must be provided. This is work that fails to meet the success criteria of the job. This rating must be accompanied by a "Written Warning" which can be obtained from the Office of Human Resources.

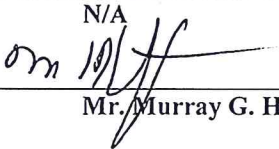
**Section 17**  
**EVALUATION STAGE ACKNOWLEDGMENT**  
(This section is signed upon completion of the Evaluation)

Rater/Supervisor:  Date: 4/17/16  
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: \_\_\_\_\_

Employee: <sup>N/A</sup>  
 Date: 4-17-16  
Mr. Murray G. Hartzler

(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  
\_\_\_\_\_  
\_\_\_\_\_