

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

whenever need arises. Copies of the Employee Assistance Program Policy are available in the Human Resources Office.

Firearms

With the exception of employees of Public Safety and other law enforcement agencies engaged in the performance of their duties, no one will bring firearms, ammunition, or other weapons onto University property.

Fund Raising, Sales, and Solicitations

Any academic or administrative department or division which plans to solicit funds from the private sector must coordinate and secure approval for such activities through the Community Relations Office. The department shall notify the Community Relations Office in writing of the nature of the project to be funded, list prospective donors, and describe how the funds will be used. (An External Solicitation Approval Form may be obtained in the Community Relations Office.) The Director of Community Relations and the President of the University shall approve all requests.

Selling on the campus by outside business agents is prohibited. Vendors are asked to deal only with the Director of Purchasing. However, members of the staff are urged to participate in worthwhile community drives. All University personnel are asked to refrain from solicitation of any type (monies, goods, or services) while on the University campus. So many worthy causes are represented that this kind of control appears necessary to protect the good professional relationships that exist on campus.

Receiving of Gifts

It is the policy of Francis Marion University that personal gifts and special benefits of more than nominal value from vendors are not to be accepted by employees of the University. This is not to be construed to mean that employees are to decline lunch or dinner invitations or other appropriate social invitations that may occur in the conduct of their duties or that employees may not accept memo pads, key rings, calendars, or similar promotional material.

Bookbuyers on Campus

The *Policy for Bookbuyers on Campus* is available on the University website or in the Human Resources Office.

Official Academic Functions

Faculty members are expected to be present in appropriate academic regalia for University functions such as commencement exercises in the fall and spring.