



State of South Carolina Agency Head Salary Commission

1200 Senate Street
6th Floor-Wade Hampton Office Building
Columbia, South Carolina 29201

Representative G. Murrell Smith, Jr.
Chairman

TO: Governor, Board/Commission Chair

FROM: G. Murrell Smith, Jr.
Chairman, Agency Head Salary Commission

DATE: June 22, 2023

RE: 2022-2023 Agency Head Evaluations and 2023-2024 Planning Stages

Agency Head evaluations for FY 2022 - 2023 are due for submission to the Agency Head Salary Commission by **September 15, 2023**, for agency heads employed on or before October 1, 2022. The evaluation should be completed for each objective on **the FY 2022 - 2023** Planning Stage that was submitted **September 15, 2022**. The Agency Head Performance Evaluation and Planning Stage forms can be found at <http://www.sfaa.sc.gov/agency-head/evaluation>.

Also, each board/commission member should complete an agency head evaluation survey at <https://sfaa.sc.gov/agency-head/survey> and return it to the board/commission chair to compile. Once the evaluation is completed, print out a copy for the agency head and board chair to sign. Please forward the signed document and the completed Agency Head Survey Composite Score Sheet (located at <https://sfaa.sc.gov/agency-head/scoresheet>) to:

Documents May Be Securely Submitted via:

<https://scfiledrop.sc.gov/filedrop/Blythe.Littlefield@sfaa.sc.gov>

Mail Documents to: Agency Head Salary Commission
1200 Senate Street
6th Floor, Wade Hampton Building
Columbia, SC 29201

Additionally, the planning stage documents for FY 2023 - 2024 are due by **October 12, 2023**. The planning stage form is available on the website <http://www.sfaa.sc.gov/agency-head/evaluation>. Please forward a copy of the planning stage to one of the above and retain a copy at the agency.

To assist with this process, staff is available to answer any questions and to provide training for board or commission members. For additional information please contact Blythe Littlefield at 803-737-0901.