



**Policy Series #: 4000 – Human Resources**  
**Policy Manager: Celeste Ruble**  
**Faculty Evaluation Process**

**PURPOSE:** The purpose of the evaluation process is to ensure that the college is meeting the needs of the community and students, to assure proper allocation and assignment of faculty, to identify strengths and weaknesses of faculty members, and to assist faculty in building on their strengths and reducing weaknesses. The evaluation and its results will be treated with strict confidentiality. The MSCF Faculty Shared Governance Council is responsible for the approval and implementation of the faculty evaluation policy.

**APPLICABILITY:**

1. Selection of faculty for evaluation:

a. All unlimited full- and part-time probationary faculty will be evaluated during the first, second and/or third years of employment. After a faculty member receives a continuing contract, the faculty member will be evaluated no less than on an approximate **four year rotation** initially established by random selection.

b. Adjunct/temporary part-time faculty members will be evaluated during the first year of employment and will be evaluated periodically thereafter.

2. Assignment to supervisor: Early in the fall semester, each faculty member to be evaluated will be assigned to the appropriate supervisor for evaluation. The college president or their designee shall determine the list of evaluatees using the procedure given above.

3. Objectives and instruments: No later than the midpoint of the designed semester, each faculty member to be evaluated will be contacted by the assigned supervisor to establish timelines, objectives, and to select instruments to be used for gathering information. Timelines, objectives and instruments will be mutually agreed to by the faculty member and supervisor. The whole evaluation should be completed within the designated semester.

Faculty is encouraged to individually assess one course each semester as part of our continuous improvement process. The instrument used for this assessment; for example, could be an in class or online course survey.

4. Sources of information: Evaluations will be based on information from each group in the college that is significantly affected by the job-related duties of the faculty member being evaluated. Information could be gathered from the following mutually-agreed upon sources such as students, staff, other faculty, administrators and advisory committee members. Program/discipline outcomes assessment information will be used solely for program/discipline improvement and will not be used in individual faculty evaluations.

5. Information gathering: After agreement on timelines, objectives and instruments has been reached, information will be gathered as follows:

a. Up to three sessions will be observed by the supervisor. Advance notice of one of the observations will be given, and the evaluator will remain for a mutually agreed upon time. Faculty may have a colleague present during any visitation.

b. For faculty on a continuing contract, a peer may be the evaluator for two of the three sessions. For probationary faculty, a peer may serve as the evaluator for one of the three sessions.

6. Reports on evaluation: At the conclusion of the evaluation, the faculty member being evaluated and the supervisor will each write a report summarizing the evaluation. They will then meet for a discussion of these reports. After any necessary revisions, the final reports will be signed by the chief academic officer, the supervisor, and the faculty member and placed in the personnel file of the faculty member. If the faculty member disagrees with any part of the report, they may write a statement specifying the areas of concern. A faculty member shall, upon request, have data removed from the file which is more than two years old.

#### **DEFINITIONS:**

**Probationary Faculty Member.** A “probationary faculty member” is an unlimited full-time or unlimited part-time faculty member who has not completed the required probationary period in accordance with Article 20, Sections 2 and 3.

**Temporary Full-Time Faculty Member.** A “temporary full-time faculty member” is defined as a faculty member who has been hired for a full-time assignment for an academic year.

**Temporary Part-Time Faculty Member.** A “temporary part-time faculty member” is defined as a faculty member with a part-time assignment of five (5) or more credits in a semester or a summer session.

**Unlimited Full-Time Faculty Member.** An “unlimited full-time faculty member” is defined as a faculty member with a full-time assignment for an academic year that carries the assumption that such employment will continue on a full-time basis in subsequent years.

**Unlimited Part-Time Faculty Member.** An “unlimited part-time faculty member” is defined as a faculty member with a part-time assignment between forty percent (40%) and eighty percent (80%) for an academic year that carries the assumption that such employment will continue on a part-time basis in subsequent years.

**Adjunct Faculty Member.** “Adjunct Faculty Member” are faculty who work fewer than five (5) credits in a term. Such faculty do not accrue seniority and are not probationary.

**DOES THIS POLICY HAVE A PROCEDURE?** Yes - above

#### **LIST RELATED POLICIES, PROCEDURES OR PLANS HERE: (if any)**

- MnSCU Board Policy 4.9

**Part 1. Responsibility.** Each Minnesota State Colleges and Universities institution and the system office shall have in place a procedure for evaluating employees, including faculty and administrators, on an annual basis.

Supervisors have the responsibility and authority for evaluation of employees under their supervision unless the college or university procedure provides for another process. This is consistent with requirements in Minnesota Statutes, Chapter 43A.20

**Part 2. Process.** Evaluations are to be completed in a manner consistent with any requirements found in Minnesota Statutes and the applicable collective bargaining agreements or personnel plan. A procedure may provide for evaluations of a limited scope in certain years if that is consistent with the language of a collective bargaining agreement.

---

Date of Initial Review by President's Cabinet: (Initial review @ FSGC as 5/2 PC was cancelled due to snow)  
AASC Review (if applicable):  
FSGC Review (if applicable): 5/9/2013  
Date of Final Approval / Policy Adoption: 6/13/2013.  
Date & Subject of Revisions: