

## **4030P Employee Evaluation Procedure**

### **Minnesota State Administrators**

1. Prior to the close of each fiscal year and before any discretionary salary increases are granted, Minnesota State administrators will submit, in writing, goals for the coming year and a self-evaluation on performance regarding the prior year goals.
2. The President or respective supervisor will conduct an oral review of performance and goal achievement with each excluded administrator after receipt of the self-evaluation.
3. After the oral review is conducted, the President or respective supervisor will prepare a written evaluation. This document will be placed in the official personnel file.
4. Any salary increases based on performance or other discretionary criteria will be awarded after the above process is complete.

### **Support Staff – AFSCME, Commissioner’s Plan, MAPE, MMA, Managerial**

#### **Probationary**

1. The supervisor should conduct a review of employee performance mid-point in the probationary period.
2. The supervisor shall conduct a review of employee performance near the end of the probationary period. Based on satisfactory performance, the employee will obtain certification to permanent status.

#### **Permanent**

1. On an annual basis, the supervisor shall conduct a review of employee performance.
2. As part of the evaluation process, the position description shall be reviewed and updated as necessary.
3. Based on satisfactory performance, the employee may be eligible for a performance-based increase. Performance-based increases are processed in accordance with the applicable bargaining agreement.

### **MSCF**

#### **Probationary**

1. An Academic Affairs administrator will conduct a minimum of one (1) classroom observation per year for probationary instructors each year of his/her probationary status.
2. All classroom observations will be scheduled with the instructor at a mutually agreeable time prior to the observation. Faculty evaluation instruments/tools will be available on the College’s web site.
3. A meeting will be held between the instructor and the administrator following the observation. This will occur in a timely manner.

4. Information from classroom visits and student evaluations will be reviewed by the Academic Affairs administrator
5. The faculty member will utilize evaluation materials to create a professional development plan for future improvements in instruction.
6. Copies of the evaluation materials will be placed in the official personnel file. Faculty will also be given a copy of these documents.

#### Temporary Part-time

1. An Academic Affairs administrator will conduct a minimum of one (1) classroom observation per year for temporary part-time instructors.
2. Copies of the evaluation materials will be placed in the official personnel file. Faculty will also be given a copy of these documents.

#### Non-Probationary

1. An Academic Affairs administrator will conduct a minimum of one (1) classroom observation per year for non-probationary.
2. All observations will be scheduled with the instructor at a mutually agreeable time prior to the observation. All observation materials will be available on the College's web site or on campus.
3. Faculty will create and/or revise a *Professional Development Plan* annually. Faculty and an Academic Affairs administrator will review the plans and progress toward the stated goals.
4. Copies of the evaluation materials will be placed in the official personnel file. Faculty will also be given a copy of these documents.

Date of Implementation:	October 2010
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Date & Subject of Revisions:	SGC 10/28/10; 12/9/10; 1/20/11- numerous changes throughout document
Date & Subject of Revision:	Added Managerial, removed virtual office