



Employee Evaluation

Purpose:

It is the goal of Fond du Lac Tribal and Community College to create and maintain a working and learning environment that is positive, supportive, and productive for all employees. To this end, it is the policy of the college that all employee performance evaluations are provided on an annual basis in a timely, supportive, and respectful manner.

Policy Language:

FDLTCC has adopted its policy from Minnesota State Board Policy 4.9

Does This Policy Have A Procedure?

A. Staff Evaluation Process

1. Evaluation Process

The Human Resource office will send a notice of the non-faculty employee's performance appraisal date to each supervisor one month prior to the employee's anniversary date each year. Each supervisor is responsible for noting the dates and completing the appraisal in a timely manner. The due date for the appraisal is listed in the notice and is tied to wage progression. Supervisors who anticipate disciplinary action, withholding the step for performance, or extending the probation due to performance need to notify the employee and Human Resources PRIOR to the due date.

Prior to meeting with the employee being evaluated, the supervisor shall review and revise as necessary the employee's position description and complete the appropriate performance appraisal document. The employee being evaluated shall review and recommend needed revisions to his/her position description prior to the evaluation.

Following the performance evaluation meeting between the supervisor and employee, both parties shall sign the appropriate forms and the revised position description, if applicable. The employee being evaluated may provide written comments to address any concerns he/she may have regarding the evaluation. The materials will be forwarded to Human Resources and placed in the employee's personnel file.

2. Reporting

Human Resources is responsible for providing ongoing and annual status reports of

all staff performance appraisals with the goal of achieving 100% compliance.

- a. When the due date of performance appraisal is 30 days past due, the Human Resource office will send a reminder to the supervisor. Reminders will be sent every 30 days until the appraisal is completed with the third time being copied to the President.
- b. A report of completed and outstanding appraisals will be provided to the President upon request.

B. Faculty Evaluations

Administrative evaluation of faculty:

All faculty report to either the vice president of academic affairs or the academic dean who oversees their discipline area and are evaluated by their supervisor according to a schedule based on type of faculty appointment (UFT, UPT, TPT, Adjunct, or IFO) and whether the position is probationary or not as outlined in the MSCF or IFO contract. The one exception is the counselor, who is supervised by the vice president of student services. Prior to the evaluation, the supervisor notifies the faculty member that a classroom evaluation is forthcoming, a student feedback survey is then administered, and arrangements are made for the supervisor to observe one of the faculty member's classes. Following the observation, the supervisor and faculty each complete their portion of the faculty observation form and then schedule a one-on-one meeting where they discuss the evaluation.

Student evaluation of faculty:

Student evaluation of UFT faculty occurs on a 3-year basis. Temporary faculty are evaluated every semester. Student evaluations are scheduled by the faculty administrative assistant, who then visits the faculty member's classroom, distributes and explains the evaluation form to the students, and collects the completed forms. The faculty member is not present in the classroom during this process. The results are tabulated by the faculty administrative assistant and given to the vice president of academic affairs or the academic dean and the faculty member.

List Related Policies, Procedures Or Forms:

Minnesota State Board Policy 4.9

Date Policy was Originally Adopted: Unknown
Responsible Division/Author: Human Resources/EHRO
Review Date(s):