



North Hennepin Community College

Procedure Information

Number: 4.9.1

Name: Faculty Evaluation Procedure

Effective Date: TBD

Next Review Date: AY 2027-2028

Regulatory Authority:

- [Minnesota State Board Policy 4.9 – Employee Evaluation](#)
- [MN Statute 43A.20 – Performance Appraisal and Pay](#)
- [MSCF Contract Article 11](#)

Part 1. Procedure Background.

In accordance with Minnesota State Board Policy Employee Evaluation Policy, and the MSCF collective bargaining agreement, this procedure dictates the faculty evaluation process.

All faculty, regardless of appointment status, will be evaluated based on their teaching/interaction with students, professional development activities, service, and commitment to equity.

Part 2. Definitions.

Subpart A. New Faculty Members.

A faculty member who is in their first semester teaching at the College, regardless of appointment status.

Subpart B. Probationary Faculty Member.

An unlimited full-time or unlimited part-time faculty member who has not completed the required probationary period.

Subpart C. Teaching Faculty.

Faculty members whose assignment includes classroom instruction.

Subpart D. Non-Teaching Faculty.

Faculty members whose assignment does not include classroom instruction.

Subpart E. Supervisory File.

The records that a supervisor maintains on each of their direct reports.

Part 3. Evaluation Methods.

Faculty work collaboratively with their supervisor to determine which of the potential evaluation methods will be used for their annual evaluation each year. Evaluation methods may include any of the following:

Subpart A. Classroom Visit.

The supervisor observes the faculty member's teaching in the classroom. The supervisor may observe the faculty member in any format in which the faculty teaches, including, but not limited to, traditional lecture, lab, clinical, seminar, online, etc. The classroom visit will be scheduled collaboratively between the faculty and the supervisor. Following the classroom visit, whether face-to-face or virtual, the supervisor will prepare a written report documenting the classroom visit and review said report with the faculty member within 30 business days.

Subpart B. Learner Outcome Assessment.

Learner Outcome Assessments measure the effectiveness of pedagogical strategies and student learning.

Subpart C. Peer Evaluation.

Peer evaluation provides feedback from a peer chosen by the faculty member. Peer evaluation shall be conducted using the guidelines for Classroom Visit or Self-evaluation #1 (assessment of the faculty member's strengths and weaknesses in meeting the relevant Faculty Evaluation Criteria (Part 6 below). Peer evaluations must be documented. Contents of the evaluation may be shared with the supervisor at the discretion of the faculty member who requested the evaluation. Alternatively, the faculty member may submit a personal reflection of their peer review experience.

Subpart D. Self-evaluation.

The self-evaluation is completed by the faculty member and includes the following:

1. An assessment of strengths and weaknesses on each of the relevant Faculty Evaluation Criteria (Part 6 below). Plans for improvement and accountability measures must be included for areas of weakness.
2. A review of disaggregated student success data and reflection on specific strategies the faculty member will take to work towards parity of outcomes among student groups.
3. A statement of help, assistance, or guidance needed to continue professional development.
4. A statement of near-term and long-range professional goals.

5. A review of any previous self-evaluations and a status update on progress towards the faculty member's stated goals. .
6. Any relevant supporting materials.

Subpart E. Student Feedback.

Student feedback provides data from students about the faculty member. Standardized student feedback, customized student feedback, and learner outcome assessments are all valid forms of student feedback.

Customized student feedback consists of forms developed by the faculty member in consultation with the faculty member's supervisor. Customized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

Standardized student feedback consists of forms developed by the College. Standardized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

When student feedback is part of the evaluation process, the form of student feedback will be determined through consultation between the supervisor and the faculty member.

Subpart F. Supervisor Review.

Every At the end of a three-year cycle, supervisors will assess the faculty member's performance according to the relevant Faculty Evaluation Criteria (Part 6 below). The assessment will be reviewed with the faculty member, and the faculty member and supervisor will collaboratively develop plans for improvement where necessary along with reasonable accountability measures.

Subpart G. Professional Development Plan.

The Professional Development Plan will be used as part of the annual review for all faculty. Faculty may use a Professional Development Plan that incorporates all work assignments at NHCC and beyond..

Subpart H. Other Methods of Evaluation.

Faculty may coordinate with their supervisor to determine materials to be used for this evaluation option.

Part 4. Evaluation Cycle.

At the beginning of each three-year evaluation cycle, faculty will propose their three-year evaluation cycle. Each year supervisors and faculty will collaborate to develop and maintain a schedule for faculty evaluation. All pertinent documentation related to faculty evaluation will be maintained in the supervisory file.

Subpart A. Schedule of Evaluation.

1. All new faculty, regardless of their hiring status, will be evaluated by their supervisor by the end of their first semester of employment at North Hennepin Community College.

2. Probationary faculty will be evaluated by their supervisor each semester of probationary status. Probationary faculty and supervisors will coordinate which form of evaluation will happen each semester during probation. Supervisors shall complete the evaluation of probationary faculty in their final semester of probation **no later than October 15 or March 15** of that final semester. Probationary faculty must successfully complete the requisite probationary status in accordance with the MSCF collective bargaining agreement before becoming an unlimited faculty member. The Provost will notify probationary faculty in writing of unlimited status or non-renewal by no later than one month prior to the end of last probationary semester.
3. All faculty will be evaluated annually in the semester assigned by their supervisor, unless the supervisor determines that more frequent evaluation is necessary.
4. Non-teaching faculty will follow the same evaluation schedule as teaching faculty.

Subpart B. Meeting Between the Supervisor and the Faculty Member

Each year, the supervisor will communicate with the faculty member to review the Professional Development Plan and plan for any relevant evaluation activities.

After evaluation has been completed, the supervisor will meet with the faculty member to discuss the evaluation and to collaboratively develop plans for improvement where necessary. The supervisor and faculty member will collaboratively develop reasonable accountability measures. This meeting will be documented and placed in the supervisory faculty member's file in accordance with the Recordkeeping process.

Part 5. Contents of Evaluation

Subpart A. Faculty in their First Semester Teaching at North Hennepin Community College

Evaluation for faculty in their first semester of teaching at North Hennepin Community College must include the following:

1. Supervisor's classroom visit with written report.
2. Standardized student feedback, customized student feedback, or learner outcome assessment to be determined collaboratively between the faculty member and the supervisor.

Subpart B. Probationary Faculty

Probationary faculty must collaborate with their supervisor and rotate through at least three of the different evaluation methods identified in Part 3. Specific methods should be chosen in collaboration between the probationary faculty and their supervisor. Annually, probationary faculty will complete a self-evaluation. At the end of the probationary period, supervisors will complete the Supervisor Review.

Probationary faculty will develop a teaching portfolio to be submitted to the supervisor at the end of their probationary period. The teaching portfolio will include:

1. Annual self-reflections.
2. Materials associated with their chosen evaluation methods.
3. Faculty-selected evidence of contributions to the campus community.
4. Sample syllabi and course assignments.
5. Other materials as identified by the faculty member.

Subpart C. All Other Teaching Faculty

Evaluation for all other faculty must rotate through at least three different evaluation methods described in Part 3 over a three-year cycle. At the end of each year, supervisors will complete the Supervisor Review.

Subpart D. Non-teaching Faculty

The evaluation of non-teaching faculty will include input from multiple sources, selected by the supervisor in consultation with the faculty member. Possible input sources include any of the evaluation methods described in Part 3. A Supervisor Review must be completed on an annual basis.

Part 6. Faculty Evaluation Criteria

Subpart A: All Faculty

The following criteria are applicable for evaluating **all** faculty:

1. Demonstrates a commitment to equity for traditionally underserved populations and actively works towards inclusion of these populations.
2. Demonstrates a concern for student success:
 - a. Treats students with dignity and respect in a courteous and professional manner;
 - b. Demonstrates culturally responsive, equitable, and inclusive practices;
 - c. Is available to students to discuss (1) the student's academic progress, (2) career opportunities in the faculty member's assigned field, and (3) other issues as appropriate;
 - d. Regularly reviews and reflects upon disaggregated success data to eliminate achievement gaps and enhance equity in student outcomes.
3. Maintains office hours.
4. Fulfills professional development responsibilities:
 - a. Maintains currency in credential field;
 - b. Engages in professional development activities.

5. Fulfills responsibilities to the College:
 - a. Demonstrates effective organization and planning;
 - b. Completes administrative clerical requirements associated with their position in an accurate and timely manner (such as, but not limited to, grade reports, last date of attendance requests, requisitions, textbook orders, library purchases, student reports, etc.);
 - c. Adheres to established department standards, College policies/procedures, and ethical/legal standards;
 - d. Attends and participates in department/division/College meetings and activities;
 - e. Participates in College service activities, governance, and community service.
6. Demonstrates collegiality:
 - a. Communicates, coordinates, and works cooperatively and effectively with others;
 - b. Demonstrates respect for diversity and equity across campus;
 - c. Serves as a good steward of College resources.

Subpart B: Teaching Faculty

The following criteria are applicable for evaluating teaching faculty:

1. Holds class during scheduled classroom hours;
2. Prepares comprehensive, accurate, and up-to-date syllabi, and communicates them to students;
3. Adheres to syllabus and other course policies;
4. Develops course materials that reflect current trends in the faculty member's credentialed field;
5. Communicates subject matter clearly, accurately, and effectively;
6. Relates course material to other areas where appropriate;
7. Incorporates learning strategies appropriate to the classroom diversity and inclusion;
8. Maintains order in the classroom;
9. Provides relevant out-of-class learning activities;
10. Provides clear assignments or directives to students;

11. Evaluates student progress accurately, impartially, and in a relevant and timely manner;
12. Keeps students informed of their progress in a regular, relevant, and timely manner;
13. Demonstrates competence in the teaching/learning process;
14. Provides opportunities for student participation in the teaching/learning process.

Subpart C: Non-teaching Faculty

The following criteria are applicable for evaluating non-teaching faculty:

1. Performs duties in an accurate and timely manner;
2. Provides effective service to meet student and College needs;
3. Achieves goals as articulated in the faculty member's professional development plan;
4. Other criteria (as determined mutually by supervisor and faculty member).

Part 7. Recordkeeping

Subpart A. Faculty Responsibilities

The faculty member will assist in the preparation and compilation of evaluation materials if included in the evaluation plan.

1. Faculty will coordinate with supervisors in scheduling classroom visits.
2. Faculty will administer customized student feedback forms or assemble documentation of learner outcome assessments.
3. Faculty will assist with the administration of standardized student feedback as appropriate.
4. Faculty will compose their self-evaluation.
5. Faculty will be responsible for contacting and scheduling a peer review. Faculty are also responsible for ensuring that proper documentation of a peer review is provided to the supervisor.
6. Faculty will coordinate with supervisors to complete the annual evaluation process.

Subpart B. Supervisor Responsibilities

The supervisor will prepare a written summary of the evaluation, including outcomes and recommendations. The supervisor will then share the summary with the faculty. The summary will be submitted to Human Resources within 30 business days to be placed in the faculty member's official personnel file.

Subpart C. Faculty Rights

The faculty member may submit a written response to the supervisor's evaluation to be included in the faculty member's official personnel file.

Subpart D. Location of Records

Evaluation materials will be maintained in the supervisory file in the supervisor's office. The supervisor will confirm that faculty have received standardized student feedback once the faculty evaluation process is complete.

Part 8. Campus Review

Review Action

Date(s)

Campus Community Review Period:

3/2/2023-3/24/2023

Diversity, Equity, and Inclusion Committee Review:

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AFSCME Review:

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MAPE Review:

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MMA Review:

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Shared Governance Council Review:

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Student Senate Review:

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President Rolando Garcia Approval:

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Campus Community Dissemination:

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History

- Adoption under Ann Wynia on 12-19-07 as VI.07.06.01
- Revised Spring 2013
- Revised Spring 2018
- Reviewed Fall 2018

Reviewed Spring 2023 at request of MSCF. Language modified to make it clear all faculty need to be evaluated according to Part 6. Faculty Evaluation Criteria and to add expectations around closing the equity gap for traditionally underrepresented populations.