

**DIN: 3050-1-01**  
**Title of Policy: Faculty Evaluation**

**Policy**

The College believes that quality of the education it can provide is directly dependent upon the skills of its faculty. Faculty who have surpassed the probationary period will be evaluated once every three years, with the evaluation included in the faculty’s personnel file. Faculty who have not yet completed a three-year probationary period will be evaluated once a semester (excluding summer) until their probationary period has ended.

**Purpose**

To assure that faculty have the opportunity to be evaluated and the quality of their teaching skills documented.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Vice President of Academic Affairs	Ensure that faculty are evaluated in accordance with the schedule outlined by the Master Agreement and requirements of policy and statute.
Academic Administrator	Communicate rotation schedule of faculty to be evaluated. Conduct observations and evaluation conferences in accordance with established faculty evaluation process. Place record of official evaluation reports in personnel files.
Faculty	Prepare for and participate in faculty evaluation process, in accordance with established faculty evaluation process. Plan professional development; communicate professional development needs to the Academic Administrator.

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[MnSCU Policy 4.9](#) Employee Evaluation  
 MN Statute 43A

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