

Faculty Performance Evaluation Taskforce

Purpose

The primary purpose of examining the faculty performance evaluation process is to ensure that our organization's method of evaluating and developing employee performance is fair, transparent, provides meaningful feedback to faculty, and is aligned with our strategic goals.

Primary Responsibilities

Members will evaluate, analyze, and recommend improvements to the existing performance evaluation processes. The revised procedures will align with applicable laws and Minnesota State policies and procedures, ensure that evaluations are collaborative, transparent, and inclusive.

Guiding documents for the group's work include:

- Minnesota State Board Policy 4.9 Employee Evaluation
- The MSCF Contract.
 - Article 11: Work Assignments of the MSCF Contract states:

It is recognized that full-time faculty members normally average forty (40) or more hours per week in carrying out their professional responsibilities. The reference to forty (40) hours is a generalization intended for recognition of the many non-assignable duties that faculty members perform. It does not establish a threshold of maximum assignable hours. It is further recognized that a state college faculty member's work assignment includes a number of diverse professional responsibilities. Classroom teaching and other contacts with students form the core of the faculty work assignment. Additionally, professional development and service to the college are the other core components of a faculty member's work assignment. A faculty member will plan to engage in such activities as student advising, course evaluation, classroom preparation, the evaluation of student performance, committee assignments, classroom research and community service as part of the overall work assignment. Some of these activities may be completed off campus. Faculty members, regardless of online or onsite assignment(s), are expected to meet the professional obligations described in this article (See joint MSCF/Minnesota State letter – Appendix B). It is also recognized that the work assignments of part-time faculty include similar duties performed on a prorated basis.

Members will provide recommendations related to:

- The evaluation process and timeline
- Evaluation documents including observation forms, professional development forms, and documentation of service to the College.
- Differentiated observation forms for course modalities (e.g., face-to-face vs online)
- Expectations for equitable contributions to assessment and curriculum development work
- Any other areas identified by the Task Force members

Recommendations will be reflected in a revision of policies S3.9 Faculty Professional Development Plan and S4.2 Faculty Evaluation Policy.

Cabinet Liaison

Vice President of Academic Affairs & Institutional Effectiveness

Meeting Schedule

The chair will set the meeting schedule in consensus with the task force.

Membership and Terms

Academic Dean (1)

Human Resources Representative (1)

Two faculty from each Academic Division (8)

A faculty member will chair the task force.

Every individual has intrinsic value, and every voice deserves to be heard. Our differences enrich our community. Students and employees who are active-duty service members, Asian, Black, English language learners, female, immigrants, Indigenous, individuals with disabilities, Latina/o, people with various religious beliefs, and veterans are encouraged to volunteer. Members who serve in their individual capacity, applying their unique perspectives, do not represent or speak for any group of employees or students.

Norms

The task force will uphold the College's Shared Beliefs.

- Education empowers individuals and transforms generations.
- Every individual has intrinsic value, and every voice deserves to be heard.
- Our differences enrich our community.
- An antiracist and antidiscrimination ethos is necessary for advancing social justice and equity.
- It is our responsibility to ensure equitable outcomes for our students. Each student can succeed.
- Innovation, flexibility, and life-long learning are critical for our community to thrive.
- Mutually accountable relationships built on trust are essential for our success.
- Community partnerships strengthen and sustain us.

Members will participate in all phases of the task force's work.

Date Adopted 2/11/24

Date Revised