

Policy/Procedure Information

Number: 4.9.3

Name: Administrator Evaluation Procedure

Author: Policy Committee

Effective Date: January 8, 2018

Next Review Date: Fall 2022

Regulatory Authority:

- Minnesota State Personnel Plan for Administrators
 - http://www.minnstate.edu/system/hr/contract_plans/index.html
- MnSCU Board Policy 4.9 – Employee Evaluation
 - <http://www.minnstate.edu/board/policy/409.html>
- MN Statute 43A.20 – Performance Appraisal and Pay
 - <https://www.revisor.mn.gov/statutes/?id=43a.20>

Part 1. Procedure Background.

In accordance with NHCC Campus Regulation 4.9 Employee Evaluation Policy, the following procedures will be utilized to implement the Administrator evaluation process.

Part 2. Definitions.

Subpart A. Administrators.

Administrators are those unclassified employees in positions who meet the “managerial” definition outlined in MN Statute 43A.02, Subd.28. Administrators are staff who create or formulate, influence, or manage policy or direct the college. Administrators make high level operating decisions in the college or delegate such decisions to others.

Subpart B. Continuing Appointment.

An administrator employed in a position without a specified end date.

Subpart C. Permanent.

An administrator who is assigned as a full-time employee.

Subpart D. Interim.

An administrator assigned to temporarily fill a vacant position pending the completion of a search or reorganization of all or part of the college/university or system office, or under similar circumstances.

Subpart E. Acting.

An administrator assigned to fill a position when the incumbent is on leave or is otherwise unable to serve; or in the event of a presidential vacancy, assigned by the chancellor to serve as president pending the start of an interim, continuing or contractual appointment by the Board of Trustees.

Subpart F. Temporary.

An administrator employed in a position with a specified start and end date. Temporary appointments generally do not exceed twelve (12) months.

Subpart G. Contractual.

An appointment pursuant to Section 1.03 Sub. 1 (g) or Subd. 2(g). These appointments have certain terms and conditions specified in the contract and are subject to renewal by the Board of Trustees.

Part 3. Evaluation Components.

1. Administrators will be evaluated on an annual basis. The evaluation should include goals that align with the college's strategic plan and administrator's professional development plan.
2. New administrators, including interim and acting, will be evaluated midterm of their first year and then annually thereafter.
3. The administrator's supervisor will gather input on an annual basis from:
 - a. all the administrator's direct reports;
 - b. the administrator's peers;
 - c. and relevant members of the NHCC campus community.
4. The administrator will, upon completion of the evaluation, update their plans for professional development as appropriate.

Part 4. Records Retention.

Completed and signed copies of the Administrator evaluation will be placed in the employee's personnel file and a copy will be provided to the employee for their record. Additional documentation that supports the performance evaluation will be kept in the supervisory file and available for the employee to review.

Part 5. Campus Review.

Review Action	Date(s)
Campus Community Review Period	06-Nov-2017 through 17-Nov-2017
AFSCME Review	28-Nov-2017

Review Action	Date(s)
MAPE Review	28-Nov-2017
MMA Review	28-Nov-2017
Shared Governance Council Review	08-Dec-2017
Student Senate Review	30-Nov-2017
President Approval	21-Dec-2017
Campus Community Dissemination	08-Jan-2017

History

- New NHCC Procedure, failed Campus Review Spring 2015; Re-opened and revised Fall 2017 for Campus Review. Approved 21-Dec-2017 by Barbara McDonald.