



North Hennepin Community College

Procedure Information

Number: 4.9.1

Name: Faculty Evaluation Procedure

Effective Date: January 29, 2024

Next Review Date: AY 2028-2029

Regulatory Authority:

[Minnesota State Board Policy 4.9 – Employee Evaluation](#)

[MN Statute 43A.20 – Performance Appraisal and Pay](#)

[MSCF Contract Article 11](#)

[34 CFR 600.2](#)

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, regardless of appointment status.

faculty continued development. An LOA can be used for both Faculty Evaluation and Program Review and Learner Outcome Assessment.

Subpart C. Peer Review.

Peer review provides feedback from a peer chosen by the faculty member. Guidance for faculty new to peer review of their colleagues' teaching will be provided.

Subpart F. Supervisor Review.

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. Other Methods of Evaluation

§ 100.154.8

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:

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n. Types of

Shared Governance Council Review:	11/17/2023
Student Senate Review:	11/30/2023
President Rolando Garcia Approval:	1/29/2024
Campus Community Dissemination:	2/14/2024

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