



Minnesota State Colleges and Universities
Board Policies
Chapter 4 – Human Resources

4.9 Employee Evaluation

Part 1. Responsibility. Each Minnesota State Colleges & Universities institution and the Office of the Chancellor shall have in place a procedure for evaluating employees, including faculty and administrators, on an annual basis.

Supervisors have the responsibility and authority for evaluation of employees under their supervision unless the college or university procedure provides for another process. This is consistent with requirements in Minnesota Statutes, Chapter 43A.20 (see related documents below).

Part 2. Process. Evaluations are to be completed in a manner consistent with any requirements found in Minnesota Statutes and the applicable collective bargaining agreements or personnel plan. A procedure may provide for evaluations of a limited scope in certain years if that is consistent with the language of a collective bargaining agreement.

Date of Implementation: 12/15/99

Date of Adoption: 12/15/99

Date and Subject of Revision:

1/16/08 – amended part 1 to clarify the policy applies to all employees including the Office of the Chancellor and clarifies the responsibility for evaluation. Amended part 2 to clarify that evaluations must be conducted consistent with state statute as well as collective bargaining agreements