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Approved: Doug Sweetland

SOUTHWEST MINNESOTA STATE UNIVERSITY

POLICY

MnSCU ADMINISTRATOR EVALUATIONS

General Information

Evaluations of all employees, including MnSCU administrators, are valuable tools to assure that the employee and supervisor understand and attempt to meet institutional and individual goals.

Policy

1. Prior to the close of each fiscal year and before any discretionary salary increases are granted, MnSCU administrators will submit, in writing, her/his goals for the coming year and his/her thoughts on performance regarding the prior year goals.
2. The President or appropriate supervisor will conduct an oral review of performance and goal achievement with each excluded administrator after receipt of the above document.
3. After the oral review is conducted, the President or appropriate supervisor will prepare a written evaluation. This document will be placed in the official personnel file.
4. Any salary increases based on performance or other discretionary criteria will be awarded after the above process is complete.