**Turtle 3**

**Human Resources**

**Summary:**

This group is responsible for explaining how the human resources department, through its policies and procedures supports and integrates the college’s core themes.

This team will be writing the portion of the report that addresses whether or not the college has the appropriate number of personnel with adequate qualifications to support its operations.

It will show that the college follows specific—publicly stated--criteria and procedures for selection of personnel; practices regular evaluation of all personnel; spells out the conditions of employment, promotion, and/or termination; articulates employee rights and responsibilities; and provides opportunities for professional development. Finally, it will report on how the college provides security and appropriate confidentiality of human resources’ records.

**The group will address in the written report the following specific accreditation standards related to human resources:**

2.B.1

The institution employs a sufficient number of qualified personnel to maintain its support and operations functions. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. Job descriptions accurately reflect duties, responsibilities, and authority of the position.

2.B.2

Administrators and staff are evaluated regularly with regard to performance of work duties and responsibilities.

2.B.3

The institution provides faculty, staff, administrators, and other employees with appropriate opportunities and support for professional growth and development to enhance their effectiveness in fulfilling their roles, duties, and responsibilities.

2.B.4

Consistent with its mission, core themes, programs, services, and characteristics, the institution employs appropriately qualified faculty sufficient in number to achieve its educational objectives, establish and oversee academic policies, and assure the integrity and continuity of its academic programs, wherever offered and however delivered.

2.B.5

Faculty responsibilities and workloads are commensurate with the institution’s expectations for teaching, service, scholarship, research, and/or artistic creation.

2.B.6

All faculty are evaluated in a regular, systematic, substantive, and collegial manner at least once within every five-year period of service. The evaluation process specifies the timeline and criteria by which faculty are evaluated; utilizes multiple indices of effectiveness, each of which is directly related to the faculty member’s roles and responsibilities, including evidence of teaching effectiveness for faculty with teaching responsibilities; contains a provision to address concerns that may emerge between regularly scheduled evaluations; and provides for administrative access to all primary evaluation data. Where areas for improvement are identified, the institution works with the faculty member to develop and implement a plan to address identified areas of concern.

*Human Resources*

2.A.18

The institution maintains and publishes its human resources policies and procedures and regularly reviews them to ensure they are consistent, fair, and equitably applied to its employees and students.

2.A.19

Employees are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.

2.A.20

The institution ensures the security and appropriate confidentiality of human resources records.