

Standard 8: Human Resources

Introduction

Southwest Technical College (Southwest Tech) provides high quality career and technical education for its students. Professional faculty and staff are fully committed and prepared to ensure that each student is afforded the opportunity to achieve the highest skill level possible for success in his/her chosen area of study. An integral part of this quality education is the ability to attract, select, and retain professionally qualified and highly motivated personnel. In addition, Southwest Tech personnel are encouraged to pursue professional development activities related to their fields of expertise. The VP of Finance and Operations oversees human resources and is supported by a Human Resources Department.

Analysis

A. General

- 1. Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution.**

Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff on the Employee Hub, which is accessible through the Southwest Tech website (stech.edu). The job descriptions are reviewed and signed by each employee during the required onboarding orientation.

- 2. The institution has published and implemented procedures for handling complaints/grievances from faculty and staff that are consistent with the policies of the institution's governing board including complaints/grievances filed against the institution's chief administrator, if any.**

Southwest Tech embraces the philosophy of fair and equitable treatment of all employees. A grievance policy has been approved by the Board of Trustees, and grievance procedures have been developed and implemented to assist employees in resolving issues. These procedures are made available in the Southwest Tech Policy Manual and in the online employee orientation. In addition, faculty and staff have the option of utilizing the "Ethics Point Hotline" system managed by the Utah System of Higher Education administration.

- 3. Procedures are in place for the continuous evaluation of the performance and effectiveness of full- and part-time employees, with at least an annual written review and evaluation.**

Procedures for continuous evaluation of performance and effectiveness, which include an annual written review, are found in the Southwest Tech Policy Manual on the Southwest Tech Employee Hub. Southwest Tech personnel are evaluated by a designated supervisor on an annual basis utilizing an annual evaluation form. A signed copy of the evaluation is provided to each