Standard 3A
Evidence about how the institution determines human resource needs of programs and services.

Evidence that the institution uses analyses in determining hiring priorities.

Evidence, such as planning meeting minutes, that the institution systematically considers and relies on needs of programs and services in determining hiring priorities.

Evidence that the institution has a reasonable means for deciding what employee qualifications are needed for each position.

Evidence that the institution uses a clear and reasonable process for determining personnel selection criteria.

Evidence that hiring procedures are written and consistently applied.

Evidence that the institution verifies employee degrees, experience, and references of newly hired personnel.

Evidence of a systematic process for determining personnel evaluation criteria.

Evidence that evaluation criteria are based on job responsibilities.

Evidence that evaluation processes are written and followed.

Evidence that evaluations are conducted regularly.

Evidence that the institution uses the results of personnel evaluations for improvement.

Evidence that the institution evaluates the effectiveness in producing student learning outcomes of teachers, tutors, and others involved in the teaching-learning process.

Evidence that the institution applies an ethics document or documents for all personnel.

Evidence that the institution employs a core of full-time faculty.

Evidence that the institution employs qualified administrators and support staff in sufficient numbers.
Evidence that the institution administers its personnel policies consistently and fairly.

Evidence that the institution maintains personnel records safely.

Evidence about how the institution provides employees access to their records.

Evidence that the institution has written policies on equity and diversity.

Evidence that the institution is sensitive to issues of equity and diversity.

Evidence that programs and services are designed to provide for the range of personnel needs at the institution.

Evidence about how the institution tracks, analyzes, and uses its employment equity record.

Evidence about how the institution treats its personnel and students.

Evidence about how the institution uses identified teaching and learning needs to determine professional development opportunities.

Evidence that the institution evaluates professional development needs of its personnel.

Evidence that the institution bases its programs on identified needs.

Evidence about how participants are involved in the programs’ evaluation.

Evidence that the institution assesses the use of its human resources.

Evidence that institutional plans determine human resource allocation priorities.

Evidence that human resource decisions are based on the results of evaluation of program and service needs.