DEPARTMENT OF CORRECTIONS

Policy Number:	**740.030**
Title:	**Facility Tutor Selection Process for Post-Secondary Education**
Effective Date:	**01/02/25**

PURPOSE: To ensure a consistent and thorough process for posting post-secondary education program tutor job assignments, conducting interviews, completing the Tutor Interview Questionnaire (attached), and selecting tutors based on their questionnaire scores.

APPLICABILITY: All Minnesota correctional facilities providing a post-secondary education institution's prison education program.

DEFINITIONS:
Tutor – an incarcerated person who typically teaches a single student or a very small group of students to help them help themselves, or to assist or guide them to the point at which they become an independent learner.

PROCEDURES:

A. Facility post-secondary staff initiate the post-secondary tutor job assignment posting process. (See also the Post-Secondary Tutor Process (attached).
   1. Facility post-secondary education staff create a job posting using the Post-Secondary Tutor Job Posting document (attached).

   2. The job posting must be approved by relevant facility staff and stakeholders.

   3. The job posting must be posted within the units for interest/bids.

B. Application Review:
   1. The post-secondary education program coordinator and the facility education director receive applications from interested candidates.

   2. The post-secondary education program coordinator and the facility education director screen the applications to ensure they meet the specified qualifications.

   3. Education staff schedule the shortlisted candidates for interviews.

C. Interview Process:
   2. The post-secondary education program coordinator and education director ask interview questions from the Post-Secondary Tutor Interview Questionnaire (attached) and record the replies to assess candidates' teaching skills, subject knowledge, communication abilities, and suitability for the post-secondary tutor role.

   3. The post-secondary education coordinator and education director evaluate candidates' responses and performance during the interview.

D. Scoring and Selection:

1. The post-secondary education coordinator & education director review the completed questionnaires independently and assign scores to the candidates' responses based on predefined criteria.

2. They must then compile the scores and calculate an average score for each candidate. They then make selections based on the candidates' scores.

4. The panel members must hold a final round of discussions to ensure consensus on the selected candidates.

E. Final Selection and Notification:

1. Facility staff notify the selected candidates about their acceptance for the post-secondary tutor position, and share the details of the position, compensation, and onboarding process with the selected candidate(s).

3. The post-secondary education coordinator communicates with unsuccessful candidates, providing constructive feedback if applicable.

F. Onboarding:

1. Facility education staff initiate the onboarding process for the selected post-secondary tutors.

2. The new tutors must successfully complete orientation, training, and any necessary documentation processes.

3. Training must be provided by the facility and the partnering post-secondary institution's employees and must include, at minimum:
   a) Facility Training – Roles and responsibilities of the position and expectations; and

   b) Post-Secondary Institution Training – Content and understanding of the program.

4. DOC maintains the authority in terms of the definition of the position and its duties.

G. Continuous Improvement:

1. The post-secondary education coordinator collects information from their experiences and feedback from selected tutors to identify areas of improvement in the process.

2. The coordinator must share the collected feedback with the director of post-secondary education who then collaborates with facility staff and, if appropriate, post-secondary education partners and their employees.

3. Post-secondary education staff and post-secondary education partners and their employees must make necessary adjustments based on the feedback and evolving requirements.

INTERNAL CONTROLS:

A. The director of post-secondary education retains the feedback and other information for continuous improvement.

B. Tutor applications and job performance information are retained in accordance with Policy 204.010, "Incarcerated Person Assignment and Compensation Plan."

C. The education director at each facility retains documentation from all post-secondary tutor hiring processes.

REFERENCES: Policy 204.010, "Incarcerated Person Assignment and Compensation Plan"
Policy 204.100, "Juvenile Resident Pay Plan"

REPLACES: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Post-Secondary Tutor Process (740.030A)
Post-Secondary Tutor Job Posting (740.030B)
Tutor Interview Questionnaire (740.030C)

APPROVALS:
Commissioner of Corrections