

The University Senate of Michigan Technological University Proposal

6-20

(Voting Units: All)

“Supervisor Training for all Supervisors”

Presented by: Professional Staff Policy Committee

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Background:

A survey of the professional staff found that one of the issues affecting employees was disengagement and dissatisfaction caused by the quality of supervisors. The lack of supervisor training, which leads to supervisors developing a poor skill set. At one time, the Human Resources department developed training for supervisors, but the training has not been offered for some time. Supervisor training would assist all supervisors to be better equipped to develop, assist and mentor the people who report to them. Their comprehensive skills should lead to more engagement and satisfaction among employees across the university.

Proposal:

Beginning as soon as deemed possible by Human Resources, it is recommended that Supervisor Training be developed/re-developed in a manner that is sustainable so all supervisors will complete mandatory training and/or refresher training to better assist them and their direct reports. All current and new supervisors would need to complete the training in a timeline that is created by Human Resources. Supervisors would retake the training or a similar, shortened training every five years.

A supervisor will be defined as any non-student, non-union staff member who has a student or staff member who reports to them directly.

Suggested topics include:

- Michigan Tech Human Resources policies
- Federal and state policies related to employment (including ADA accommodations)
- Expectations of all supervisors on campus
- Identifying, reporting, and preventing harassment and discrimination
- Culturally-responsive supervision techniques
- Building a supportive staff culture
- Maintaining open lines of communication
- Evaluation techniques (including a discussion of bias)
- Cultivating skills in supervisees
- Explaining paths to promotion
- Creating professional development opportunities
- Best practices in supervision