INSTRUCTIONAL FACULTY

SECTION 1: Teaching and Instruction (__%) Not less than 45% and not more than 65%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Content Expertise (40%) 1.1 Keeping information current 1.2 Participating in program review as part of student learning assessment 1.3 Maintaining licensure 1.4 Engaging in institutional assessment	In addition to meeting the criteria for *Satisfactory*, the Faculty does the following: 1. Complete degree in discipline or related area Or Faculty member must meet 3 of the following criteria: 1. Participates actively in advisory committee meetings 2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification. (ie. National Teacher Exam or Guam Certification) OR Maintains licensure or certification 3. Publishes one or more articles in discipline. (In this area each article will equal one of the combination of three requirements and three	In addition to meeting the criteria for *Satisfactory*, the Faculty does two of the following: 1. Participates actively in advisory committee meetings 2. Receives license or certification related to the field but not required for a satisfactory rating including teacher certification. (ie. National Teacher Exam or Guam Certification) OR Maintains licensure or certification 3. Publishes one or more articles in discipline (In this area each article will equal one of the combination of two requirements and	In addition to meeting the criteria for *Satisfactory*, the Faculty does one of the following: 1. Participates actively in advisory committee meetings 2. Receives license or certification related to the field but not required for a satisfactory rating including teacher certification. (ie. National Teacher Exam or Guam Certification) OR Maintains licensure or certification 3. Publishes one article in discipline 4. Collaborates with department chair person in collecting and analyzing assessment data for program review within established	Faculty member must meet the following criteria: 1. Follows course guides including prescribed resources 2. Maintains current information in the field 3. Participates in program and/or course assessment (e.g. creating surveys, collecting data, discussing data, developing assessment plan) 4. Maintains certification or licensure as a requirement of the position or as identified in the program document and/or course guide.	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

	articles may be used to satisfy the criteria for this performance level.) 4. Collaborates with department chair person by writing assessment for program review within established deadlines 5. Demonstrates use of department or course assessment results to effectuate improvement or change identified in a department strategic plan.	two articles may be used to satisfy the criteria for this performance level. 4. Collaborates with department chair person by writing assessment for program review within established deadlines 5. Demonstrates use of department or course assessment results to effectuate improvement or change identified in a department strategic plan.	deadlines. 5. Demonstrates use of department or course assessment results to effectuate improvement or change identified in a department strategic plan.		

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Instructional Delivery/Design (45%) For this element see the evaluation form for the percentage options related to Design, Delivery & Student Survey (IDEA) Student Survey applies only to Post Secondary 2.1 Using class time effectively 2.2 Developing and using effective instructional techniques and tools (including lecture, discussion, audio/visuals, group activities, or technology) 2.3 Stimulating student interest and achievement 2.4 Leads students in developing constructive peer and student/teacher relationships; creates an atmosphere where learning experiences can take place and	In addition to meeting the criteria for *Satisfactory*, the Faculty does: three of the following Delivery Options: 1. Demonstrates superior knowledge of current teaching methodology and applies in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect. OR Two from the above Delivery Options listing AND 1. In line with the	In addition to meeting the criteria for *Satisfactory*, the Faculty does two of the following Delivery Options: 1. Demonstrates superior knowledge of current teaching methodology and applies in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect. OR	In addition to meeting the criteria for *Satisfactory*, the Faculty does one of the following Delivery Options: 1. Demonstrates superior knowledge of current teaching methodology and applies in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.	In observation of classroom activities (and, if relevant online interaction), faculty provides evidence of the following: 1. Communicates purpose and objectives of lesson clearly and effectively 2. Shows respect for students (knows names and creates comfortable classroom atmosphere) 3. Includes a range of activities appropriate to the course; 4. Effective pacing of activities; 5. Encourages student involvement through questions, class activities, discussions, and/or group work; 6. Uses techniques that reflect awareness of individual differences and learning styles 7. Maintains adequate control of the classroom environment and keeps students on task.	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

where students can feel comfortable to express and share ideas and opinions. 2.5 Developing new courses and course materials 2.6 Evaluating student learning 2.7 Selecting textbooks 2.8 Postsecondary Faculty may choose to include Student IDEA Survey results as part of this element. If faculty choose to include this survey, it shall count for no more than 40% of this element.	department strategic plan, develop and have approved three new courses using the approved procedures for textbook selection. or 1. Upon periodic review of course guides, develops a plan for action. Submits substantive revisions of courses in line with department strategic plan. OR ONE from the delivery options listing above AND 2. Develops a new program document or revises an existing program document in line with the department strategic plan.	One from the above Delivery Options listing AND 5. In line with the department strategic plan, develops and has approved two new courses using the approved procedures for textbook selection. or 6. Upon periodic review of course guides, develops a plan for action. Submits substantive revisions of courses in line with department strategic plan.		8. Submits course syllabi to the Department Chair prior to the first day of class in the institution's approved format 9. Develops syllabus and/or course documents to reflect the use of the course guide identified textbook (for Postsecondary courses) appropriate textbook for course and uses a variety of instructional tools. (lecture, group projects, audio/visual presentation, use of technology in classroom) 10 Uses multiple assessment strategies (written exams, quizzes, projects, performance, oral presentation) 11. Places attention in syllabus to professional standards, student learning outcomes, goals.	

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Course Management (15%) 3.1 Managing activities for instructional purposes (e.g. service learning, field trips) 3.2 Directing tutorial sessions 3.3 Grading and returning papers in a timely manner 3.4 Directing laboratory and field experiences 3.5 Directing/coaching competitive teams for secondary programs as applicable 3.6 Maintaining appropriate supplies, equipment, materials, and tools for instructional purposes	In addition to meeting the criteria for *Satisfactory*, the faculty does three of the following: 1. Provides opportunities for students to apply curriculum in an external environment 2. Directs and/or provides tutorial sessions outside office hours and classroom time 3. Develops and has approved and implements modules for online courses prior to course offering 4. Directs/coaches competitive teams and performance ensembles	In addition to meeting the criteria for *Satisfactory*, the faculty does two of the following: 1. Provides opportunities for students to apply curriculum in an external environment 2. Directs and/or provides tutorial sessions outside office hours and classroom time 3. Directs/coaches competitive teams and performance ensembles 4. Develops and has approved modules for online courses prior to course offering.	In addition to meeting the criteria for *Satisfactory*, the faculty does one of the following: 1. Provides opportunities for students to apply curriculum in an external environment 2. Directs and/or provides tutorial sessions outside office hours and classroom time 3. Directs/coaches competitive teams and performance ensembles 4. Develops modules for online courses prior to course offering.	Faculty member must meet the following criteria: 1. Provides the students with a complete, written, course syllabus reflecting the approved institution's format during the first meeting or by the end of the first full week of instruction. 2. Maintains approved class meeting times, duration, and location; 3. Makes every effort to return all graded assignments and tests within one week; 4. Announces course attendance requirements, not inconsistent with College rules and regulations, at the beginning of the course; 5. Provides an intra-term progress report for an individual student, when requested or required; 6. Submits grades in accordance with the	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

				Academic Calendar; 7. Secondary faculty shall provide progress reports, quarter grades, and semester grades, for each secondary class, as well as emergency lesson plans as needed; 8. Maintains accurate records to document student performance. Secondary faculty shall submit grade books to the site school; 9. Maintains accurate records to document student attendance. Secondary and adult high school programs). 10. Administers materials, and tools for courses (including electronically delivered and off-site courses. 11. Maintains appropriate supplies and equipment.	

Section 2: Enrollment Management Postsecondary (___%) Not less than 5% and not more than 15%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Recruiting 1.1 Recruiting students through various activities.	In addition to meeting the criteria for *Satisfactory*, the instructor does three of the following:	In addition to meeting the criteria for *Satisfactory*, the instructor does two of the following:	In addition to meeting the criteria for *Satisfactory*, the instructor does one of the following:	Faculty member must meet the following criteria:	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:
Academic Advisement and Retention 1.1 Advising students 1.2 Participates in student registration and orientation 1.3 Making student referrals to support services 1.4 Facilitate student progress toward program completion **Transition** 1.1 Assisting students' placement in jobs 1.2 Assisting students' transfer to a four-year institution	1. Participates in one or more promotions of the GCC programs and recruitment of students 2. Co-develops students' individual educational plan for transfer toward program completion or declaration 3. Takes an active (initial and follow up) role in job placement by linking the student to employer 4. Create a local employment directory of occupations for program majors 5. Co-develops students' individual educational plan for transfer and secures enrollment to a four-year institution	1. Participates in one or more promotions of the GCC programs and recruitment of students 2. Co-develop students' individual educational plan toward program completion or declaration 3. Takes an active (initial and follow up) role in job placement by linking the student to employer 4. Creates a local employment directory of occupations for program majors 5. Co-develops students' individual educational plan for transfer to a four-year institution	1. Participates in one or more additional promotions of the GCC programs and recruitment of students 2. Co-develop students' individual educational plan toward program completion or declaration 3. Takes an active (initial and follow up) role in job placement by linking the student to employer 4. Creates a local employment directory of occupations for program majors 5. Co-develops students' individual educational plan for transfer to a four-year institution	1. Participates in two promotions of the GCC programs and recruitment of students 2. Upon initial advisement, develops student's educational plan in accordance with the departmental strategic plan for curriculum (except school health counselors and librarians) 3. Participates in formal student academic advisement (except school health counselors and librarians) 4. Maintains office hours	

Note: This section does not apply to the Enrollment Coordinator, Health Counselors, and Librarians. The percentage range from this section shall be applied to section 5.

Section 2: Enrollment Management Secondary (___%)Not less than 5% and not more than 15%
(%) For Assistant Instructor shall be not less than 5% and not more than 10%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Recruiting 1.1 Recruiting students through various activities. **Academic Advisement and Retention** 1.1 Advising students 1.2 Participates in student registration and orientation 1.3 Making student referrals to support services **Transition** 1.1 Assisting students' transfer to a postsecondary institution	In addition to meeting the criteria for *Satisfactory*, the instructor does three of the following: 1. Participates in one or more promotions of the GCC programs and recruitment of students 2. Co-develops students' individual educational plan for transfer and secure enrollment to a postsecondary institution 3. Participates in one GCC postsecondary recruitment outreach activity 4. Chairs a significant recruitment event at the GCC campus (For non-instructional faculty)	In addition to meeting the criteria for *Satisfactory*, the instructor does two of the following: 1. Participates in one or more promotions of the GCC programs and recruitment of students 2 Participates in one GCC postsecondary recruitment outreach activity 3 Co-develops students' individual educational plan for transfer to a postsecondary institution 4 Chairs a significant recruitment event at the GCC campus (For non-instructional faculty)	In addition to meeting the criteria for *Satisfactory*, the instructor does one of the following: 1. Participates in one GCC postsecondary recruitment outreach activity 2. Co-develop students' individual educational plan for transfer to a postsecondary institution 3. Chairs a significant recruitment event at the GCC campus (For non-instructional faculty)	Faculty member must meet the following criteria: 1. Participates in two promotions of the GCC programs and recruitment of students 2. Participates in student academic advisement	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

Section 3: Professional Development (__%)Not less than 5% and not more than 15%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Continuing Education 1.1 Progressing toward advanced degree 1.2 Attending professional development activities (e.g. seminars, conferences, workshops) excluding personal reading and research + Completing course work as specified in each area satisfies the all requirements for that area. **Professional Organizations** 2.1 Maintaining membership in professional organizations excluding membership in the Faculty Union 2.2 Attending professional meetings excluding attending	In addition to meeting the criteria for *Satisfactory*, the instructor does the following: 1. Complete degree in educational area Or 2. Completes three credited courses in addition to the course necessary for advancement in rank (for non-degreed faculty) For Degreed Faculty: Completes a combination of three of the following: 1. + Completes a credited course necessary for : advancement in rank, growth in the field of study or related area, or growth in professional education, or growth in instructional technology. (In this area each course will equal one of the combination and three courses may be used to satisfy the requirement for the three.) 2. Participates in one additional discipline,	In addition to meeting the criteria for *Satisfactory*: 1. Completes two credited courses required in addition to the course necessary for advancement in rank (for non-degreed faculty) For Degreed Faculty: Completes two of the following: 1.+ Completes a credited course necessary for: advancement in rank, growth in the field of study or related area, or growth in professional education, or growth in instructional technology (In this area each course will equal one of the combination and two courses may be used to satisfy the requirement for the two.) 2. Participates in one	In addition to meeting the criteria for *Satisfactory*: 1. Completes one credited course in addition to the course required for satisfactory necessary for advancement in rank (for non-degreed faculty) For degreed Faculty: Completes one of the following: 2. + Completes a credited course necessary for: advancement in rank, growth in the field of study or related area, or growth in professional education, or growth in instructional technology 3. Participates in one additional discipline, technology or education area professional development activity. 4. Participates in peer evaluation of professional effectiveness (as a	Faculty member must meet the following criteria: 1. Completes a credited course necessary for promotion advancement (for non-degreed faculty) 2. Participates in one discipline or education area professional development activity (for degreed faculty). 3. Participates in the institution's mentoring program (as a mentee for the first 2 years as a permanent faculty).	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Faculty Union meetings 2.3 Holding office in professional organizations, except for an office that is compensated as defined in the BOT/GFT Agreement. **Peer Mentoring** 3.1 Serving as a peer mentor/mentee.	technology, or education area professional development activity (minimum of two full days). 3. Participates in peer evaluation of professional effectiveness (as a mentor) 4. Holds an office/position in a professional organization	additional discipline, technology, or education area professional development activity (minimum of two full days). 3. Participates in peer evaluation of professional effectiveness (as a mentor) 4. Holds an office/position in a professional organization	mentor) 5. Maintains membership in one professional organization and attends at least one professional meeting		

Section 4: Scholarly Activity/Creative Endeavors as applicable to your rank and job. (__%)Not more than 10% May choose to not participate in this area

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Institutional Contributions or efforts 1.1 Collecting, analyzing and reviewing information for institutional data reports and documents (e.g. ISMP, college related research, promotions) 1.2 Writing reports 1.3 Developing new programs and services **Presentations/Publications** 2.1 Publishing articles, books, and reviews 2.2 Making presentations at local, regional, and national conferences 2.3 Developing web sites **Grant Activities/Research** 3.1 Conducting research projects 3.2 Writing and earning grants **Professional Recognition**	Faculty member must meet the following criteria: 1. Publishes book in his or her discipline or educational field Or 2. Completes terminal degree in discipline or Education Or completes the following two: 1. Publishes article in refereed publication 2. Submits and has accepted as well as presents at national or international conference And complete 2 of	Faculty member must meet the following criteria: 1. Publishes article in refereed publication (external source) Or 2. Submits and has accepted as well as presents at regional, national or international conference and completes 2 of the following: 1. Creates and maintains a discipline specific, scholarly website 2. Completes formal research project 3. Receives national, regional, state, or local award 4. Receives and manages awarded	Faculty member must meet 2 of the following criteria: 1. Publishes article in a refereed or non-refereed publication (external source) 2. Presents at local, regional, national or international conference 3. Creates and maintains a discipline specific, scholarly website 4. Completes formal research project 5. Receives national, international, regional, state, or local award 6. Applies for grants or program agreements 7. Develops new credit courses through continuing education 8. Develops new programs or services	Faculty member must meet 1 of the following criteria: 1. Publishes article in a refereed or non-refereed publication (external source) 2. Gives a public presentation in his/her discipline beyond those required by job (public lecture, community forum, etc.) 3. Creates and maintains a discipline specific, scholarly website 4. Completes formal research project 5. Receives national, international, regional, state, or local award 6. Applies for grants or program agreements 7. Develops new credit courses through continuing education	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
4.1 Receiving awards and honors 1.2 Completing an advanced degree	the following: 1. Creates and maintains a discipline specific, scholarly website 2. Completes formal research project resulting in publication 3. Receives national, regional, state, or local award 4. Receives and manages grants or program agreements	grants or program agreements		8. Develops new programs or services	

Section 5: Institutional Involvement (___%)Not less than 5% and not more than 15%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Committee Participation 1.1. Serving on institutional committees 1.2. Serving on Faculty Senate or College Governing Council **Special Activities** 1.1 Sponsoring campus events 1.2 Bringing speakers to campus 1.3 Updating and maintaining institution's online information 1.4 Recruiting students through various activities (Enrollment Coordinator, Librarians and School Health Counselors) **Department Activity** 3.1 Participating in department meetings **Student Involvement** 4.1 Serving as an advisor to a student organization	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia and does three or more of the following: 1. Serves as Faculty Senate President, Chair of CCA on 2 institutional committees or serves on Faculty Senate (for all faculty that a committee is not reflected on their workload) 2. Chairs special program, project, contest, ad-hoc committees, or other activity 3. Chairs or co-chairs a significant campus event 4. Holds responsibility for maintaining special facilities (e.g. computer labs, science labs,	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia and does two or more of the following: 1. Serves as Faculty Senate President, Chair of CCA on 2 institutional committees or serves on Faculty Senate (for all faculty that a committee is not reflected on their workload) 2. As a member assists with a special program, project, contest, ad-hoc committees, or other activity 3. Chair or co-chairs a significant campus event 4. Holds responsibility for maintaining special facilities (e.g. computer labs,	In addition to meeting the criteria for *Satisfactory*, the faculty does one or more of the following: 1. Serves on 1 institutional committee (Article VII, Participatory Governance or serves on Faculty Senate (for all faculty that a committee is not reflected on their workload) 2. Assists with special program, project, contest, ad-hoc committees, or other activities 3. Participates and assists in a significant campus event 4. Holds responsibility for maintaining special facilities (e.g. computer labs, science labs, culinary kitchen, store labs)	Faculty member must meet the following criteria: 1. Serves on 1 institutional committee (Article VII, Participatory Governance or serves on Faculty Senate (for all instructional postsecondary faculty who choose to have committee work as part of their workload per Article XVIII, B4, a2) 2. Participates in department meetings 3. Serves as an advisor to a student organization (for professorial ranks)* 4. Attends	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
4.2 Serving as a sponsor for student activities Note – Items in this section may be applied to the GCC campus and/or the assigned worksite.	culinary kitchen, store labs) 5. Serves as a sponsor for a student activity 6. Serves as an advisor to a student organization (for non-professorial ranks) 7. Creates and maintains a department/ program institutional webpage on MyGCC (for instructional faculty only) 8. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during the academic year.	science labs, culinary kitchen, store labs) 5. Serves as a sponsor for a student activity 6. Serves as an advisor to a student organization (for non-professorial ranks) 7. Creates and maintains a department/program institutional webpage on MyGCC (for instructional faculty only) 8. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during the academic year.	5. Serves as a sponsor for a student activity 6. Participates in commencement ceremony in regalia 7. Serves as an advisor to a student organization (for non-professorial ranks) 8. Creates and maintains a department/program institutional webpage on MyGCC (for instructional faculty only) 9. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during the academic year.	Convocation. 5. Attends faculty meetings scheduled by the College President, Academic Vice President, or Faculty Senate President (as applicable), not to include Convocation. 6. Secondary Faculty shall attend site school faculty meetings, and participate in site school functions, scheduled by the site school, not in conflict with GFT/BOT Agreement. 7. Participates in two promotions of the GCC programs and recruitment of students (Enrollment Coordinator, Librarians and School Health Counselors)	

* Refers to the Job Specifications found in Appendix A-1 (box definition) of the Agreement.

Section 6: Community Service (___%)Not more than 10% May choose to not participate in this area with the exception of professorial ranks*

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Voluntarily be involved in community service in his/her area of expertise or as it relates to the institution. **Community Service in Area of Expertise** 1.1 Collaborating with teachers in schools 1.2 Collaborating with professionals 1.3 Serving as a consultant to external entities 1.4 Judging contests in area of expertise **Community Civic Service** 2.1 Getting involved in community civic service 2.2 Maintaining active membership in civic club 2.3 Serving as a volunteer for community programs	The faculty member must perform four more of the following: 1. Collaborates with teachers in schools 2. Consults with external entities and/or professionals 3. Serves as chief judge and coordinates judges for contest in area of expertise 4. Serves as an officer in a civic organization 5. Organizes a community program 6. Creates a community-based research project 7. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of	The faculty member must perform three more of the following: 1. Collaborates with teachers in schools 2. Consults with external entities and/or professionals 3. Serves as chief judge and coordinates judges for a contest in area of expertise 4. Serves as an officer in a civic organization 5. Organizes a community program 6. Creates community-based project research 7. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments	The faculty member must perform two or more of the following: 1. Collaborates with teachers in schools 2. Consults with external entities 3. Collaborates with external professionals 4. Judges contest in area of expertise 5. Maintains membership in a civic organization 6. Volunteers for community program 7. Participates in community-based research 8. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community (multiples of this	Faculty member must perform one of the following: 1. Collaborates with teachers in schools 2. Consults with external entities 3. Collaborates with external professionals 4. Judges contest in area of expertise 5. Maintains membership in a civic organization 6. Volunteers for community program 7. Participates in community-based research 8. Conducts workshops, seminars, outreach programs and other events designed to meet the needs	Faculty member did not meet the specified criteria for *Satisfactory* in the following areas:

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
	special segments of the community (multiples of this item may be counted, provided they are identifiably different in content and activities).	of the community (multiples of this item may be counted, provided they are identifiably different in content and activities).	item may be counted, provided they are identifiably different in content and activities).	of special segments of the community.	

* Refers to the Job Specifications found in Appendix A-1 (box definition) of the Agreement.

Section 7: Professional Standards (10%)

Element	Superb (5)	Satisfactory (3)	Improvement Needed (0) Faculty member does not meet the skills to be satisfactory in the following areas:
1.0 Compliance with Work Rules and Regulations (40%)	1. Is absent and tardy only in case of verified emergency. 2. Shows exceptional observance of safety rules. 3. Does exceptional job of housekeeping. 4. Reports areas of improvement for established and approved procedures. 5. Does an exceptional job in communicating in a timely manner with Administration and Department Chairs.	1. Is occasionally absent and tardy though excused. 2. Consistently observes safety and security rules. 3. Maintains a professional environment in office and classroom areas. 4. Follows established and approved procedures. 5. Responds in a timely manner to communications from Administration and Department Chairs.	
2.0 Adaptability (10%)	1. Makes excellent judgments on everyday issues. 2. Identifies and analyzes problems and is proactive towards finding a solution. 3. Able to maintain high performance standards in the face of changing situations (For Example: Natural disasters, classroom changes, school moves, etc.)	1. Makes appropriate judgments / decisions on everyday things. 2. Generally recognizes a problem exists and is helpful towards finding a solution for it. 3. Able to deal with changing situations (For Example: Natural disasters, classroom changes, school moves, etc.)	
3.0 Communicative Skills (20%)	1. Demonstrates excellent verbal and written communication skills. 2. Consistently and clearly expresses thoughts and feelings and conveys them in a focused and concrete manner.	1. Demonstrates adequate verbal and written communication skills. 2. Is generally concise and clear in expressing thoughts and feelings and conveys them in a focused and concrete manner.	

4.0 Interpersonal Relations (30%)	1. Recognizes conflicts that arise and acts to bring resolution to them. 2. Respects other people and speaks about them in constructive and positive terms, and openly acknowledges their contributions. 3. Maintains a professional, respectful and courteous relationship with other employees, supervisors and other administrators and officials of the College, which is helpful, friendly, cooperative, and free from resentment, hostility, and conflict.	1. Is helpful in preventing and resolving conflicts. 2. Demonstrates willingness to receive constructive criticism and modify performance accordingly. 3. Interacts with the public, clients of services, and students of the college in a friendly and cooperative manner.	

APPENDIX 2a
RUBRIC - INSTRUCTIONAL FACULTY