

**Agreement
Between
the Guam Community
College Faculty Union
Local 6476 AFT/AFL-CIO
&
the Guam Community
College Board of Trustees
2023-2029**

TABLE OF CONTENTS

PREAMBLE	1
NON-DISCRIMINATION AND AFFIRMATIVE ACTION	1
ARTICLE I – RECOGNITION	2
A. BOARD RECOGNITION OF THE LOCAL AS SOLE BARGAINING AGENT	2
B. LOCAL RECOGNITION OF THE BOARD'S AUTHORITY	2
C. RECOGNITION OF THE COLLEGE GOVERNING COUNCIL	2
D. DEFINITIONS	2
ARTICLE II – PARTIES' RIGHTS AND RESPONSIBILITIES	6
A. MANAGEMENT	6
B. LOCAL	6
C. UNFAIR LABOR PRACTICES	6
ARTICLE III - REPRESENTATION BY EMPLOYEE ORGANIZATION AND COLLEGE SERVICES TO THE LOCAL	8
A. REPRESENTATION BY EMPLOYEE ORGANIZATION	8
B. COLLEGE SERVICES TO LOCAL	9
ARTICLE IV - FACULTY RIGHTS TO ACADEMIC FREEDOM	11
ARTICLE V - FACULTY RIGHTS TO INTELLECTUAL PROPERTY	12
A. FACULTY OWNERSHIP	12
B. SHARED OWNERSHIP	12
C. FACULTY LOGS	12
ARTICLE VI - DEPARTMENTS	13
FUNCTIONS, OPERATIONS, CHAIRPERSONS, ORGANIZATION	13
A. FUNCTIONS	13
B. OPERATIONS	14
C. CHAIRPERSONS	14
D. ORGANIZATION	17
ARTICLE VII - SECONDARY INSTRUCTIONAL FACULTY WORKLOAD	19
A. TIME OF SERVICE	19
B. WORKLOAD/RESPONSIBILITIES	19
C. PLANNING AND EVALUATION	21
D. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS	21
ARTICLE VIII - SECONDARY NON-INSTRUCTIONAL FACULTY WORKLOAD	22
A. TIME OF SERVICE	22
B. WORKLOAD/RESPONSIBILITIES	22
C. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS	23
ARTICLE IX - SECONDARY FACULTY WORKING CONDITIONS	24
A. SAFETY CONDITIONS	24
B. FACILITIES	25
C. SUPPLIES AND EQUIPMENT	25
D. FACULTY ABSENCES	26
E. FACULTY MEETINGS	26
F. OTHER DUTIES	27
G. GENERAL PROVISIONS	27
ARTICLE X - POSTSECONDARY INSTRUCTIONAL FACULTY WORKLOAD	30
A. TIME OF SERVICE	30
B. WORKLOAD/RESPONSIBILITIES	30
C. PLANNING AND EVALUATION	34
D. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS	34
ARTICLE XI - POSTSECONDARY NON-INSTRUCTIONAL FACULTY WORKLOAD	36

A. TIME OF SERVICE	36
B. WORKLOAD/RESPONSIBILITIES	36
C. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS	37
ARTICLE XII - POSTSECONDARY FACULTY WORKING CONDITIONS	38
A. SAFETY CONDITIONS	38
B. FACILITIES	38
C. SUPPLIES AND EQUIPMENT	39
D. FACULTY ABSENCES	39
E. FACULTY MEETINGS	40
F. OTHER DUTIES	41
G. GENERAL PROVISIONS	41
ARTICLE XIII - PARTICIPATORY GOVERNANCE	43
A. PURPOSE	43
B. GENERAL PROVISIONS	43
C. THE FACULTY SENATE	43
D. COMMITTEES	44
ARTICLE XIV - ADVANCEMENT-IN-RANK	48
A. INTENT	48
B. GENERAL PROVISIONS	48
C. ADVANCEMENT-IN-RANK PROCEDURE	49
D. MINIMUM QUALIFICATIONS FOR RANK	51
ARTICLE XV - PROFESSIONAL DEVELOPMENT INITIATIVES	52
A. PROFESSIONAL DEVELOPMENT INITIATIVES COMMITTEE (PDIC) OVERVIEW	52
ARTICLE XVI - PERFORMANCE APPRAISAL	53
A. PURPOSE	53
B. PERFORMANCE TO BE APPRAISED	53
C. WORK PERFORMANCE APPRAISAL	54
D. PERFORMANCE EVALUATION REVIEW	55
E. CRITERIA FOR EVALUATIONS	56
F. PERFORMANCE IMPROVEMENT PLAN	56
ARTICLE XVII - FACULTY CLASSIFICATION	57
A. CLASSIFICATION PROCEDURES	57
B. RANK QUALIFICATION AND/OR STEP PLACEMENT	57
C. YEARS OF TEACHING AND/OR TECHNICAL EXPERIENCE	57
D. TEACHING EXPERIENCE	58
E. TECHNICAL EXPERIENCE	58
F. PAY RANGE ASSIGNMENT	58
G. PLACEMENT ON A HIGHER SALARY RANGE (RECLASSIFICATION)	58
H. PLACEMENT ON A HIGHER SALARY RANGE (PROMOTION)	58
LICENSES OR CREDENTIALS	58
ARTICLE XVIII – LEAVE	59
A. DEFINITIONS	59
B. SICK LEAVE	59
C. PREGNANCY RELATED MEDICAL LEAVE AND PARENTAL LEAVE	61
D. ADMINISTRATIVE LEAVE	63
F. LEAVE WITHOUT PAY	65
G. SABBATICAL LEAVE	67
ARTICLE XIX – GRIEVANCE PROCEDURE	68
A. STEP ONE (GRIEVANCE TO THE DEAN)	68
B. STEP TWO (APPEAL TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS)	68
C. STEP THREE (APPEAL TO THE COLLEGE PRESIDENT)	69

D. STEP FOUR (REFERRAL TO THE GRIEVANCE HEARING COMMITTEE)	69
E. STEP FIVE (APPEAL TO THE BOARD)	70
F. GENERAL PROVISIONS	70
ARTICLE XX - COUNSELING (INFORMAL/FORMAL), DISCIPLINARY, AND ADVERSE ACTION PROCESS	72
A. INTENT	72
B. DEFINITIONS	72
C. COUNSELING PROCEDURE (INFORMAL PROCEDURE)	73
D. GUIDELINES FOR DISCIPLINARY OFFENSES AND PENALTIES	73
E. ADVERSE ACTION PROCEDURE	74
F. GENERAL INFORMATION	78
ARTICLE XXI - FINANCIAL EXIGENCY / REDUCTION-IN-FORCE	79
A. INTENT	79
B. DEFINITIONS	79
C. PLANNING FOR FINANCIAL EXIGENCY	79
D. PLANNING FOR A REDUCTION-IN-FORCE	80
E. IMPLEMENTATION OF THE FACULTY REDUCTION-IN-FORCE PLAN	81
F. REINSTATEMENT	84
G. APPEAL OF LAYOFF	84
ARTICLE XXII – DISTANCE EDUCATION	85
ARTICLE XXIII – YEAR-ROUND EDUCATION (YRE)	86
ARTICLE XXIV – SOLE AGREEMENT	87
ARTICLE XXV – SAVINGS CLAUSE	88
ARTICLE XXVI - MAINTENANCE OF OPERATIONS	89
ARTICLE XXVII – DURATION	90
ACKNOWLEDGEMENTS	91
APPENDICES	92
APPENDIX A	93
FACULTY JOB SPECIFICATIONS	94
NATURE OF WORK FOR INSTRUCTIONAL FACULTY	96
ILLUSTRATIVE EXAMPLES OF WORK	96
DUTIES AND RESPONSIBILITIES FOR INSTRUCTIONAL FACULTY RANKS	98
EMERGENCY INSTRUCTOR	98
ASSISTANT INSTRUCTOR	99
INSTRUCTOR	101
ASSISTANT PROFESSOR	103
ASSOCIATE PROFESSOR	105
PROFESSOR	107
NATURE OF WORK FOR NON-INSTRUCTIONAL FACULTY	109
ILLUSTRATIVE EXAMPLES OF WORK	109
ILLUSTRATIVE EXAMPLES OF WORK FOR SPECIFIC NON-INSTRUCTIONAL FACULTY	111
STUDENT SUCCESS COORDINATOR	111
WORK EXPERIENCE COORDINATOR	111
SCHOOL HEALTH COUNSELOR	112
LIBRARIAN	112
CAREER COUNSELOR	112
DUTIES AND RESPONSIBILITIES FOR NON-INSTRUCTIONAL FACULTY RANKS	114
NON-INSTRUCTIONAL INSTRUCTOR	114
NON-INSTRUCTIONAL ASSISTANT PROFESSOR	116
NON-INSTRUCTIONAL ASSOCIATE PROFESSOR	118

NON-INSTRUCTIONAL PROFESSOR.....	120
APPENDIX B	122
FACULTY EVALUATION RUBRICS	123
INSTRUCTIONAL FACULTY (POSTSECONDARY AND SECONDARY)	124
NON-INSTRUCTIONAL FACULTY- LIBRARIAN	137
NON-INSTRUCTIONAL FACULTY - SCHOOL HEALTH COUNSELOR.....	148
NON-INSTRUCTIONAL FACULTY - WORK EXPERIENCE COORDINATOR.....	158
NON-INSTRUCTIONAL FACULTY - STUDENT SUCCESS COORDINATOR.....	169
NON-INSTRUCTIONAL FACULTY - CAREER COUNSELOR (SECONDARY)	179
NON-INSTRUCTIONAL FACULTY - CAREER COUNSELOR (POSTSECONDARY).....	190
DEPARTMENT CHAIRPERSON EVALUATION RUBRIC.....	201
APPENDIX C	211
EVALUATION PLAN (PERCENTAGE FORMS).....	212
INSTRUCTIONAL FACULTY (ASSISTANT INSTRUCTOR) EVALUATION PLAN	213
INSTRUCTIONAL FACULTY (INSTRUCTOR) EVALUATION PLAN	215
INSTRUCTIONAL FACULTY (PROFESSORIAL) EVALUATION PLAN.....	217
NON-INSTRUCTIONAL FACULTY (INSTRUCTOR) EVALUATION PLAN	219
NON-INSTRUCTIONAL FACULTY (PROFESSORIAL) EVALUATION PLAN.....	221
DEPARTMENT CHAIRPERSON EVALUATION PLAN.....	223
RECORD OF CLASSROOM OBSERVATION	225
CLASSROOM OBSERVATION GUIDELINES	226
ONLINE & HYBRID COURSES	228
IMPROVEMENT NEEDED PLAN (INP)	229
APPENDIX D	230
FACULTY LOAD SCHEDULE (INSTRUCTIONAL).....	231
FACULTY LOAD SCHEDULE (NON-INSTRUCTIONAL).....	233
AGREEMENT TO ALTERNATIVE ASSIGNMENT FORM.....	235
APPENDIX E	236
ADVANCEMENT-IN-RANK PORTFOLIO TEMPLATE.....	237
APPENDIX F	255
MEMBERSHIP	256
257	
APPENDIX G	258
REQUEST FOR CERTIFICATE OF ELIGIBILITY FOR ADVANCEMENT-IN-RANK	259
APPENDIX H	260
RANGE OF PENALTIES FOR STATED OFFENSES	261
APPENDIX I.....	266
APPENDIX J.....	269
PERTINENT DATES.....	271
END OF DOCUMENT	275

PREAMBLE

The Guam Community College Board of Trustees, hereinafter referred to as the "Board", and the Guam Community College Faculty Union, Local 6476 AFT/AFL-CIO, hereinafter referred to as the "Local", hereby enter into this Agreement in conformity with Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA). No provision within this Agreement infringes on PEMRA.

The intent of Interest-Based Bargaining (IBB) is to create a permanent collaborative relationship between the College's Faculty and the Board. Therefore, the Board and the Local at Guam Community College recognize that the spirit of this Agreement calls for a purposeful and meaningful collaborative effort during the implementation of this Agreement. In keeping with this spirit, it is agreed that the Board and Local will share equally in all costs related to the maintenance and negotiation of this Agreement.

NON-DISCRIMINATION AND AFFIRMATIVE ACTION

Guam Community College affirms the right of all individuals to equal opportunity in education and employment, without regard to race, gender, color, religion, age, national origin, or disability. The College is committed to comply with all Territorial and Federal statutes, rules and regulations which prohibit discrimination in its Board policies and practices and which require affirmative action, including but not limited to Title VI and Title VII of the Civil Rights Act of 1964, Section 503 and Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, Uniform Services Employment and Reemployment Rights Act of 1994, the Equal Pay Act of 1963, Title IX of the 1972 Educational Amendments, Executive Order 11246, the Age Discrimination in Employment Act of 1967, the American with Disabilities Act of 1990, the Civil Rights Act of 1991, and the Family and Medical Leave Act of 1993, inclusive of any amendments to these Acts

ARTICLE I – RECOGNITION

A. BOARD RECOGNITION OF THE LOCAL AS SOLE BARGAINING AGENT

The Board recognizes the Local as the exclusive representative and sole bargaining agent, subject to and in accordance with Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA) and Title 17 GCA Education, Division 4 Guam Community College, Chapter 30 – 34 and those rules and regulations promulgated there-under, for the following Guam Community College academic personnel: Assistant Instructor, Instructor, Assistant Professor, Associate Professor, Professor, limited-term faculty filling an FTE (locally funded-on condition). The following Articles do not apply to limited-term faculty: Advancement-in-Rank; Participatory Governance; Counseling (Informal and Formal), Disciplinary, and Adverse Action Process; and Performance Appraisal. The Local agrees to represent equally and without prejudice, all members of the Bargaining Unit for purposes of (1) consultations and/or negotiations with the Board or College management officials concerning the terms and conditions of their employment not otherwise fixed by law, and (2) the settlement of grievances and disputes.

B. LOCAL RECOGNITION OF THE BOARD'S AUTHORITY

The Local recognizes that the operations and administration of the College shall be fully vested in its Board and the President as the Chief Executive Officer of the College, and their duly designated representatives.

The Board retains the right and responsibility for the operations and administration of the College, through their duly designated administrators, in accordance with all applicable laws and College policies, rules, regulations, guidelines, practices, and provisions of this Agreement. For example, the Administration has the regulated authority to hire, assign, transfer, suspend, promote, evaluate, discipline, lay off, or discharge faculty members.

C. RECOGNITION OF THE COLLEGE GOVERNING COUNCIL

This College Governing Council (hereinafter referred to as "Council") serves to provide broad participation by faculty, staff, administrators, and students in the decision-making processes regarding institutional issues. This Council will also serve as a conduit to this process by facilitating dialogue where issues are clarified between the Council and relevant constituencies.

The Council, with the input from its respective constituencies which includes the Local, shall make and/or forward recommendations for action to the College President.

This Council shall conduct no business that is in conflict with this Agreement or 4 GCA, Chapter 10 (PEMRA).

D. DEFINITIONS

ACADEMIC YEAR POSTSECONDARY – Fall and Spring Semester as established by the Calendar Committee and approved by the Board.

ACADEMIC YEAR SECONDARY – Fall and Spring of the school year as approved by the Guam Education Board and recognized by the Local and GCC Board of Trustees.

ACCESSIBLE – Are the times that postsecondary faculty are available for classes, office hours, appointments, communication, in-person or via electronic or other technological means during duty days. Exceptions include school holidays or emergency school closing days. Duty days related to workload may include Fridays and Saturdays should a faculty have classes or other student-centered activities. See Articles X and XI for individual faculty duty day descriptions.

ADULT HIGH – Faculty assigned to a precollegiate program as a transition to postsecondary.

ADVERSE ACTION – Action taken by the College President in the form of suspension, demotion, or dismissal.

BARGAINING UNIT – All faculty in the service of the College as set forth in section A of this Article.

BOARD –The Guam Community College Board of Trustees.

CALENDAR DAYS – Any day during the year (Monday – Sunday).

COLLATERAL DUTY – Duties that accompany those required by a Faculty member's position that are not compensated over the regular pay, but shall be reflected in the faculty member's evaluation.

COLLEGE – Guam Community College.

COMMON-LAW – Persons who have co-habitated for at least two (2) consecutive years and who are readily eligible to marry without emancipation under the laws of Guam.

GCC COMPETITIVE JOB ANNOUNCEMENT – Announcement held to allow all interested and qualified permanent GCC employees the opportunity to apply for vacant positions within GCC.

OPEN COMPETITIVE JOB ANNOUNCEMENT – Announcement held to allow all interested and qualified persons and/or employees to compete for GCC vacancies.

CTE – Career and Technical Education.

DAY - Refers to a calendar day, unless otherwise specified.

DEAN – The administrative head of a School or the supervisor appointed to act on the Dean's behalf.

DEPARTMENT/PROGRAM – The smallest organizational unit of employees within GCC.

DISCIPLINARY ACTION – Action taken by the Dean in the form of a warning, admonition, or reprimand.

DISTANCE EDUCATION – Education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and the instructor(s), either synchronously or asynchronously.

DUTY DAYS – Normal duty days are Monday through Friday, except school holidays or emergency school closing days. Duty days related to workload may include Saturday, should a faculty have classes or other student-centered activities on that day. See Articles VII, VIII, X, and XI for individual faculty duty day descriptions.

FACULTY MEMBER – A member of the GCC Faculty Union/Bargaining Unit. In this Agreement, an employee may be referred to more specifically by functional title. Employee of the College serving a nine (9), ten (10), eleven (11), or twelve (12) month assignment.

GROSS – Serious, criminal, or egregious.

HOURS OF OPERATION – During the Fall and Spring semesters:

- Monday to Thursday 7:00 a.m. to 10:00 p.m.;
- Friday 7:00 a.m. to 6:00 p.m.; and,
- Saturday 8:00 a.m. to 12:00 p.m.
- All other times of the year, Monday to Friday 8:00 a.m. to 5:00 p.m.

IN-LOCO PARENTIS – A person who has acted as a parent for a significant period of time, as in an unofficial adoption.

INSTRUCTIONAL NEEDS – Resources and support deemed necessary by faculty to support the College mission.

JUST CAUSE – Some cause or grounds that a reasonable person acting in good faith would regard as a good and sufficient basis for acting.

LAB – A formal situation which is normally associated with an extension of classroom activities to include, a set of conditions, or the like, conducive to experimentation, investigation, observation, and/or the application of the materials presented in the classroom or at an off-site location.

LOCAL – Guam Community College Faculty Union, Local 6476 AFT/AFL-CIO.

MORAL TURPITUDE - Offenses that demonstrate a lack of good moral character such as, but not limited to:

- a. Improper solicitation of a student
- b. Intimidation of a student or employee of the College
- c. Embezzlement/Fraud/Forgery concerning College funds or property

OFFICE HOURS – Regularly scheduled times when faculty members are present on campus to facilitate student needs.

POSTSECONDARY –College programs that provide education to students who are not in the secondary programs.

REASONABLE PERSON – A person who exercises a degree of prudence, care, foresight, or intelligence in relation to a particular circumstance or fact.

SECONDARY – All programs involving students at the secondary worksites (also known as secondary site schools).

SECTIONS – Separate classes.

STEWARD – A member of the GCC Faculty Union appointed by the Local President to serve as a GCC Faculty Union representative for the GCC Faculty Union.

UNION – Dues-paying members of the Guam Community College Faculty Union, Local 6476 AFT/AFL-CIO.

UNION PRESIDENT – The Local President of the Guam Community College Faculty Union or designee. The Local President shall also serve as the Chief Negotiator for all negotiations and matters affiliated with this Agreement. The Local President shall also serve as an

advisory member to the GCC Board of Trustees. The Local President, from time to time, may appoint a designee to represent the GCC Faculty Union should the need arise.

WORKSITE – Any location where members of the Bargaining Unit professionally function or are assigned.

ARTICLE II – PARTIES' RIGHTS AND RESPONSIBILITIES

A. MANAGEMENT

Government management officials shall retain the right and responsibility, in accordance with applicable law and regulations to:

1. Maintain efficient government operations and direct public employees; and
2. Hire, promote, transfer, and assign employees to government positions; and
3. Suspend, demote, discharge, or take other disciplinary action against employees for just cause; and
4. To determine the methods, organization, and assignment of personnel for the conduct of operations, including necessary actions in emergency situations.

B. LOCAL

The Local shall be responsible for representing the interests of all faculty members in the Unit without discrimination and without regard to Local membership, and shall be entitled to:

1. Confer with management officials concerning personnel policies and practices affecting working conditions of faculty members in the Unit; and
2. Negotiate written agreements with appropriate management officials reflecting bilateral determination of specific terms and conditions of employment, subject to paramount law and regulations; and
3. Represent individual faculty members in grievance or appellate administrative procedures, with the consent of the faculty member involved, and to be represented and heard at any conference with faculty member or their personal representative on grievances or other matters affecting employment conditions within the Unit; and
4. Retain exclusive representation status as long as qualified under criteria of PEMRA and for a period of not less than twelve (12) months from date of initial recognition without challenge by another employee organization; and
5. Receive payroll deductions for membership dues voluntarily allotted by members, but not including initiation fees, special assessments, back dues, fines and similar charges against such faculty members, subject to recovery of reasonable costs by the College from the Local for providing such service.

C. UNFAIR LABOR PRACTICES

The provisions of this section apply to all Government of Guam management officials and to all employee organizations accorded exclusive recognition to represent public employees under Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA).

1. Management officials are prohibited from:
 - a. Restraining, coercing, or interfering with the exercise of the rights assured to public employees by the terms of Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA);
 - b. Dominating, sponsoring, controlling, or otherwise assisting employee organizations, except that routine services and facilities may be furnished impartially to such organizations consistent with other provisions of Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA);
 - c. Discriminating against public employees in regard to hiring, tenure, or any term or condition of employment to encourage or discourage membership in any employee organization;
 - d. Disciplining or otherwise discriminating against any public employee for legitimate activities in representing an employee organization or participating in procedures

- implementing Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA);
- e. Refusing to grant exclusive recognition to a qualified employee organization for an appropriate public employee unit;
 - f. Refusing to consult or negotiate with an employee organization accorded exclusive recognition on matters within the scope of Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA) and implementing rules and regulations.
2. Employee organizations are prohibited from:
- a. Restraining, coercing, or interfering with the exercise of the rights assured to public employees by the terms of Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA);
 - b. Attempting to cause management official to coerce any public employee in the exercise of their rights under Title 4 GCA Public Officers & Employees, Chapter 10 Public Employee-Management Relations Act (PEMRA);
 - c. Disciplining or otherwise discriminating against any public employee member of the organization as reprisal for, or for the purpose of obstructing the discharge of the employee's official duties in the government service;
 - d. Engaging in or inducing public employees to engage in any strike, work stoppage, slowdown, or picketing against the Government;
 - e. Discriminating against any public employees as to terms and conditions of membership because of race, color, creed, or national origin;
 - f. Denying membership to any public employee in the exclusive recognition unit, except for failure to meet reasonable standards of the employee organization uniformly applied to all other members.

ARTICLE III - REPRESENTATION BY EMPLOYEE ORGANIZATION AND COLLEGE SERVICES TO THE LOCAL

A. REPRESENTATION BY EMPLOYEE ORGANIZATION

1. Representation to Board

The Local's President or designee shall have the right to sit with the Board in all open sessions. The Local shall receive a complete packet of agenda materials and minutes of the prior Board meeting(s) which is issued to Board members at least forty-eight (48) hours, if possible, prior to each scheduled open Board meeting. Such representative may sit in executive sessions at the discretion of the Board. The Board shall recognize no such position for any other member of the employee bargaining unit.

The Board shall make known to the Local and faculty, the time, place, and official agenda of all regular and special meetings of the Board by providing them with a written copy of said announcement.

The Local President shall be entitled to submit items for the Board's agenda and shall be recognized to speak on any matter before the Board for discussion during open session.

2. Consultations and Negotiations

Consultations and negotiations between government officials and employee organization representatives shall be conducted during regular duty hours of public employees involved, subject to reasonable rules concerning the duration of such meetings and consultations, negotiations, and Reduction-in-Force (RIF).

The Local President may designate members of the Local at any given time who may be released, as needed, from their regular duties without loss of pay to conduct Local business for reasons such as, but not limited to grievances, adverse actions, and negotiations.

The designated members of the Local shall notify their Dean the day before (or as early as possible) of the request for release time. Such requests shall not be unreasonable nor unreasonably denied. If the Dean disapproves the request, the Dean shall indicate in writing the basis for their disapproval.

3. Conferences among Officials

The College President, the Chairperson of the Board, and the Local President may schedule conferences at least twice each Fall and Spring semester. The conference shall be held at a mutually agreed upon time.

4. Examining Complaints

The Local President or designee may visit College worksites to examine complaints pertaining to this Agreement and other Board and Government policies. In no instance shall these visitations disrupt the assigned duties of the members of the bargaining unit.

5. Stewards

The Local has the right to designate stewards who shall be identified in writing to the College President. A steward may be identified for each worksite. Any steward may be accompanied by another member of the Local. Stewards shall have the right to consult with the appropriate Dean(s) to discuss problems relating to:

- a. This Agreement,
- b. GCC Personnel Rules and Regulations, or
- c. Other Board policies.

6. Agreement
The GCC Local/BOT Agreement shall be made available on the GCC website. The final document and all amendments will be maintained by the Chief Negotiators of both parties in editable and secured formats (i.e., Word, PDF).
7. Faculty Meeting
As part of the formal agenda of Convocation, college-wide meetings, or a meeting as defined, a Local representative shall be allotted time as mutually agreed upon, for announcements and discussion of matters pertaining to the bargaining unit.
8. The Local President or designee shall be given the opportunity to participate in the interview process for administrators.

B. COLLEGE SERVICES TO LOCAL

1. Leave for Local Purposes
Upon request from the Local and the individuals involved, up to two (2) employees per year may have leave of absence without pay for up to ten (10) days each year for Local-related activities. For any such leave, the Local must notify the College President at least two (2) weeks in advance for approval. Such approval shall not be unreasonably withheld.
2. Meeting Rooms
The Local may schedule meetings during non-duty hours using College facilities by reserving the facility with the management official responsible for the facility. Such meetings shall not interfere with official College activities. Should special custodial or security services be required, the Local shall pay the actual cost of such services. The Local may reserve the use of College audio-visual equipment needed to conduct on-campus Local meetings. The use of said facilities and audio-visual equipment shall not be unreasonably denied. Provisions within this section shall be in compliance with the National Labor Relations Act and Title 4 GCA Public Officers & Employees, Ch. 10 Public Employee-Management Relations Act (PEMRA).
3. Documents
Upon written request by the Local, the College will provide the Local with copies of any documents, identified with reasonable specificity, provided that these materials are not confidential according to law.
4. Listing of Employees
The Local may request and shall receive from the Chief Human Resources Officer and not later than five (5) days after the receipt of the request, a current listing of members of the Bargaining Unit including name and rank. Such service may be provided each month.
5. Mailboxes/Emails
The Local may use faculty mailboxes and email to communicate with the members of the Bargaining Unit. Any mail placed in faculty mailboxes and emailed by the Local shall clearly indicate the Local as the source of the mail.
6. Bulletin Boards/MyGCC
The Local shall have the right to use portions of bulletin boards in the faculty lounge and to use portions of the bulletin board in the Human Resources Office. The Local shall have the right to post announcements on MyGCC under the appropriate tabs.
 - a. The College shall deduct from any pay of the faculty members covered by this Agreement the dues of these faculty members who are members of the Local upon receiving from the Local the faculty member's voluntary and written authorization for the College to make such deduction. Faculty members may, by an instrument in writing to the Local, revoke such authorization. Dues deduction or revocation authorizations received by the College Business Office from the Local shall be

- effectuated on the following pay period. Individual members may not make such changes directly with the College without written proof of notification to the Local.
- b. The total amount of dues deducted, together with a list of faculty members from whose pay the dues were deducted, shall be forwarded by the College to the Local office on a bi-weekly basis.
 - c. If the Local changes the amount of the dues, the College will implement such change upon written notification by the Local at least two (2) weeks prior to any payroll date.
7. College Charges
- The College will invoice the Local annually two percent (2%) of the total faculty union dues collected. The invoice shall be issued by October 10 and payable by the Local no later than October 31.
8. The Local President will receive a workload reduction of up to ninety (90) contact hours each academic year. The distribution of this adjustment between the Fall and Spring semesters will be determined at the beginning of each Fall semester and be reviewed and approved by the Vice President for Academic Affairs.

ARTICLE IV - FACULTY RIGHTS TO ACADEMIC FREEDOM

Recognizing that the free search for truth and its free exposition are essential to a democratic society, both the College and the Local will encourage and protect academic freedom as it applies to both teaching and research.

A faculty member is entitled to freedom in the classroom in discussing matters related to the curriculum of the course to include, but not limited to classroom student projects and projects in student organizations.

A faculty member may freely select the person(s) they wish to invite to campus as guest speaker(s) provided the presentation relates to the subject of their course.
This agreement also recognizes Board Policy 460 on Academic Freedom.

ARTICLE V - FACULTY RIGHTS TO INTELLECTUAL PROPERTY

A. FACULTY OWNERSHIP

A faculty member shall be entitled to complete ownership and control of any patentable discoveries or inventions, or of intellectual property and copyrighted material, except where the faculty member's normal workload was reduced for purposes of the development of the project, where the College has provided substantial support for or involvement in the project, or where the inventions or discoveries are produced as a result of agreements or contracts between the College and external sponsors.

Faculty-developed lesson plans and learning materials including, but not limited to open or online learning environments are the property of the faculty member. Express permission by the faculty is required for use.

B. SHARED OWNERSHIP

Ownership of intellectual property including, but not limited to, open or online learning environments, copyrighted material, or patentable discoveries or inventions, shall be shared by the faculty member and the College in an equitable ratio if the intellectual property, or the discoveries or inventions, are produced under one (1) or more of the following circumstances:

1. With substantial college support and involvement;
 2. With release time granted with the expectation that patentable information or products will result;
 3. Under an assigned duty and/or work-for-hire arrangement with an external sponsor.
- Whenever possible, an equitable ratio of ownership shall be established in advance and incorporated into an agreement between the College and the faculty member. Fees involved in copyright and patent application shall be shared on the basis of the equitable ratio of ownership established above.

C. FACULTY LOGS

A faculty member engaged in research, which may lead to patentable or non-patentable inventions or discoveries, or intellectual property, shall maintain a log which includes dates and hours worked on the project, activities engaged in, and College facilities and resources involved.

ARTICLE VI - DEPARTMENTS

FUNCTIONS, OPERATIONS, CHAIRPERSONS, ORGANIZATION

A. FUNCTIONS

1. Departments are important units of faculty within the divisions of the College with common academic interests. Each department performs many diverse but interrelated functions to serve the College and its students, faculty, and staff. Functions of each department include: instruction; advisement of students; curriculum and program/related program (e.g., bootcamps) development; maintenance, promotion, and assessment of programs and courses; orientation and assistance to individual department members; recruitment and retention of students; and community outreach and stakeholder management. In line with these functions and to ensure their success, all faculty shall be assigned to a department and all departments shall have a Chairperson. However, circumstances may arise where this may not be feasible. The Chief Negotiators of both parties will determine feasibility and agree on an outcome.
2. The College provides a variety of programs and services at many facilities throughout the island. The hours, days of the week, and dates for these activities are determined by the needs of students or organizations served and the capability of the departments to meet those needs. Accordingly, departments schedule and provide services in support of said programs at appropriate locations and hours within the constraints contained in this Agreement.
3. Departments serve to review, plan, and recommend action to the appropriate Dean on departmental matters including: departmental assessment; personnel requirements; personnel selection; department budget needs; work assignments and schedules; acquisition and maintenance of supplies, materials, and equipment. Departments make plans and decisions concerning the operations and activities of the department.

Through the departmental organization, department members develop work schedules, activity calendars, work or service priorities, and other matters and submit the plans through the Department Chairperson to the Dean for approval. Department members are involved in all aspects of the department's operation.

4. Departments share with administration the responsibility for curriculum quality and the continuous evaluation and assessment of that curriculum. Proposals for new or modified curriculum may be made at any time in accordance with established College procedures.
5. Department members, as members of the College faculty, are encouraged to participate in college-wide committees and/or site school committees and otherwise participate in College events and activities. They are also encouraged to perform service to the community through involvement with outside community organizations.
6. Department members, in addition to other work responsibilities listed elsewhere in this Agreement and in Appendix A-Faculty Job Specifications, shall participate where applicable in the development, revision, and implementation of departmental assessment activities.
7. Department members share with the administration the responsibility for ensuring satisfactory performance on the part of all faculty. Thus, each department shall assist in the professional growth of its members and assess the performance of department activities as related to the department's assessment activities.

8. Departments must work toward ensuring adequate enrollment in courses and programs through recruiting endeavors, creating cohorts, and pursuing other activities to ensure that students have the opportunity to reach their educational goals.

B. OPERATIONS

1. Department Meetings:
 - a. Are open meetings held at least twice a semester at times that allow for attendance of all department members. One (1) meeting may be electronic. Meeting schedules will be provided to the Dean.
 - b. May not be scheduled in conflict with scheduled college-wide meetings.
 - c. Must be attended by all department members.
 - d. Have an agenda with items submitted by any department member. Open discussion is a standing agenda item.
 - e. Will include a record of action items discussed, decisions reached, and members in attendance. Copies will be provided to each member of the department and the Dean. Minutes shall be provided to the Assessment, Institutional Effectiveness & Research (AIER) Office.
 - f. May be called, in special cases:
 - (1) Upon the reasonable request of two (2) or more members of the department, or
 - (2) At the request of the Dean, or
 - (3) The Department Chairperson shall schedule such special meetings and notify all department members and the Dean of the time, place, and agenda of the meeting.

C. CHAIRPERSONS

1. Department Chairperson (DC) Selection
 - a. Department Chairpersons shall be selected by members of the department through an election process held in January. All fulltime permanent faculty members present at the meeting are eligible to vote. A quorum of seventy-five percent (75%) of the department's members must be present and the person selected must receive a simple majority of the votes cast in secret ballot.
 - b. If the Dean disapproves the department's recommendation for Chairperson, the Dean shall inform the department in writing of the basis for disapproval. The department may conduct, within five (5) duty days, another Chairperson election. Should the department choose not to conduct another election and resubmit the name of the selected person, said person shall serve as Department Chairperson for one (1) semester except as noted in Article VI.C.4.b.(4). At the end of the semester, the Dean with the input of the members of the department, shall conduct an evaluation of the performance of the Department Chairperson. Should the evaluation prove satisfactory, the Department Chairperson shall serve their term as elected. Should the evaluation prove less than satisfactory, the department shall elect a new Department Chairperson.
 - c. In the event that no Chairperson is elected by the department, the Dean may select from the department a Chairperson with that person's concurrence. Should no person within the department concur to being the Department Chairperson, the Dean may elect to consolidate the department with another similar department, and the Department Chairperson of the joining department shall serve as Department Chairperson for all affected departments.
 - d. The Chairperson's term of office will be for three (3) consecutive years and begin on the following August 1.

- e. All fulltime permanent faculty who are members of the department are eligible to become Chairpersons.
 - f. Elections by secret ballot for Department Chairperson shall be conducted by a faculty member from a different department. This faculty member shall be selected by the department holding the election.
 - g. In the event a position of Department Chairperson becomes vacant before the end of a Department Chairperson cycle, the affected department shall elect a new Chairperson to complete the unfinished term or to serve until the next July 31, whichever is earliest. It is recommended that the election be held prior to the position being vacated, however, the election must take place not later than 30 days after the vacancy. A Department Chairperson cycle is defined to end on July 31.
2. Department Chairperson Responsibilities
- a. Each Department Chairperson shall endeavor to ensure that the department functions in an effective and timely manner. To this end, the responsibilities of a Department Chairperson are administrative and academic:

Administrative:

- (1) Coordinate and maintain the daily operational details of the department to include inventories, submittal of department requisitions, supplies, equipment, textbooks, and work order requests.
- (2) Develop, submit, and maintain the department's annual budget (including Non-Appropriated Funds (NAF) in cooperation with other members of the department. Incentive funds earned shall be allocated to the department as part of the Department's annual budget submission.
- (3) Provide input to the Dean or Associate Dean on the performance of members of the department through periodic informal visitations to the faculty members' worksites to observe and assist department members with the implementation of department and individual performance improvement plans as well as assisting with possible teaching techniques and improvement methods.
- (4) Facilitate, guide, and ensure that department assessment goals and college-wide deadlines are met, to include, but not limited to plans, schedules, reports, work assignments, reviewed and approved syllabi, and other requested departmental information to the Dean and department members.
- (5) Be available to all department members, including those working day, night, or Saturday schedules, as well as those working off-campus, for consultation and assistance. The Chairperson shall submit their schedule to the Dean and each member of the department each semester.

Academic:

- (1) Serves as a member of the Faculty Senate.
- (2) Call and preside at all meetings of the department to discuss issues, provide information about the activities of the College, and coordinate the work of the department.
- (3) Provide an orientation to new faculty members of the department and serve as a mentor to the same. Assist all members of the department to become familiar with the mission and vision of the College, to understand the communities we serve, and to provide a general overview of the strategic planning initiatives to support student success.
- (4) Attend meetings with VPAA/Deans, be available for daily consultation with the Dean on departmental matters, and inform department faculty of these discussions and decisions.

- (5) Provide leadership in developing and revising curriculum for the department, as well as the assessment of such curriculum.
 - (6) Take an active part in the recruitment, retention, and completion of students.
 - (7) Facilitate and serve as a member of the appropriate Workforce Advisory Committee pertaining to the Board's responsibilities as established by law.
 - (8) Department Chairpersons or their designee, shall be given the opportunity to serve as Co-Chair of the interview committee and make recommendations for new department personnel.
 - (9) Recruit, recommend for hire, orient, mentor, and observe adjunct instructors and provide feedback to Adjunct Associate Dean, Associate Dean, and/or the Dean.
3. Department Chairperson Workload
- a. Release from teaching or other professional responsibilities will be reflected in the workload as mutually agreed upon by the Department Chairperson and the Dean.
 - b. The dialogue of any Department Chairperson requesting to work a ten (10), eleven (11), or twelve (12) month work year for the following academic year shall begin as early as possible but no later than March 15. For compensation purposes, the agreed schedule shall be finalized no later than the end of the academic year. Written justification must be provided to support the Department Chairperson's request.
- At the Dean's and Vice President for Academic Affairs' recommendations and approval of the President, Department Chairpersons may be placed on a ten (10) month (includes an additional twenty (20) work days beyond a nine (9) month assignment calculated at the true hourly rate), eleven (11) month (includes an additional forty (40) work days beyond a nine (9) month assignment calculated at the true hourly rate), or twelve (12) month assignment. Beyond a nine (9) month assignment, but less than a twelve (12) month assignment, compensation will be calculated at an hourly rate based on the Chairperson's academic year salary for any extension of the normal work year. If the request is denied, justification will be provided in writing no later than five (5) days after receipt of request.
- c. Each department or program is responsible for ensuring that the services necessary to meet the mission of the College are provided, with priority given to those services necessary to fulfill the educational needs of students and instructional needs of faculty. Additionally, each department or program shall be responsible for ensuring that the College's established hours of operation are adequately covered.
4. Department Chairperson Evaluation
- a. The Department Chairperson's performance shall be subject to periodic evaluation by the Dean, with input from members of the department. Members of the department shall provide input by providing documentation to support all aspects of the Department Chairperson's performance as it relates to the functions, operations, fulfillment of the Department Chairperson's responsibilities, and the organization of the department as outlined in this Article.
 - b. A Department Chairperson may be removed from office under one (1) of the following conditions:
 - (1) Where the periodic evaluation has found the person's performance to be unsatisfactory, the Dean shall provide to the Department Chairperson and the department in writing the reasons for the findings and removal within five (5) duty days of the findings. Removal shall be effective the duty day following the Department Chairperson's receipt of the notification letter.
 - (2) Where the conduct of the Department Chairperson is consistent with that which would be the basis of an Adverse Action, and where such action is taken and the

person is penalized, removal shall be effective the duty day following the day the adverse action is filed.

- (3) By a recall vote of two thirds ($\frac{2}{3}$) of the fulltime faculty members of the department or joined departments, the department may petition the Dean for the removal of the Department Chairperson. In the event that the Dean denies the petition, they shall state the reasons for doing so in writing. The department may again vote for the removal, and should two thirds ($\frac{2}{3}$) of the fulltime faculty members reaffirm the recall, the Department Chair shall be removed and notified in writing within five (5) duty days of the decision. Removal shall be effective the duty day following the Department Chairperson's receipt of the notification letter.
- (4) If performance deficiencies of a Department Chairperson are severe and of immediate concern and affect the flow of department work functions, the Department Chairperson may be removed and assigned as deemed appropriate by the Dean. This action would not deprive or interfere with any Due Process Rights granted in this Agreement.
- c. If the Department Chairperson feels the removal is unjustified, they shall have five (5) duty days from the date of receipt of the notification letter to respond to the removal in writing. They may resort to the Article XIX.B, Step Two (Appeal to the Vice President for Academic Affairs), but shall remain removed during the appeal process.

D. ORGANIZATION

1. To meet the needs of the institution, the parties agree that it may be necessary to hire faculty or administrators or extend the faculty assignment beyond nine (9) months. To facilitate this possibility, the Board of Trustees and Local agree to begin the dialogue that will provide the information necessary to determine its feasibility, transition processes, and possible implementation.
 - a. For Non-Instructional Faculty members:

In the event it is determined, based on institutional need, that faculty must be assigned to a department, the Chief Negotiators of both parties will begin the dialogue during the Spring semester. This dialogue shall include the information necessary to determine its feasibility, transition processes, and possible implementation.
 - b. For Instructional Faculty members:

In the event either of the Chief Negotiators identify, based on institutional need, that faculty must be assigned to an administrator (see Article VI.A.1), both parties will begin the dialogue during the Spring semester. This dialogue shall include the information necessary to determine its feasibility.

 - (1) After the discussion has concluded and feasibility is determined, the Dean(s), with the concurrence of the Vice President for Academic Affairs, shall address transition processes, implementation, and announce the departments organized in their school for the next academic year.
 - (2) If a new department is created, a Chairperson election will be held. The Dean will:
 - (a) Identify the faculty assigned to each department.
 - (b) Identify department work space (i.e., classrooms, shops, office space, etc.), arrange for access to appropriate office equipment, arrange for clerical support necessary to conduct departmental activities, and identify the department's budget for inclusion in the College's Fiscal Year budget.

2. In the event of a permanent faculty vacancy, a GCC Competitive Announcement will be initiated. Faculty rank will be maintained. Faculty on probation will be required to serve a new probationary appointment if hired.
3. If reorganization occurs during the fiscal year, budgets will remain assigned programmatically.
4. Other circumstances include instances involving program deletions or cutbacks due to prolonged diminished enrollment or prolonged inability to hire sufficient faculty members in a program, program deletions or cutbacks as a result of well documented changing island needs, and/or the reorganization of degree or curricular offerings or requirements resulting from a change in the mission, or academic requirements of the College, or technological changes. Instances such as these involve changes occurring over the course of more than one (1) academic year. Through an assessment process should it be determined that a program needs to be deleted and/or reduced, the same process used in the Article XXI.D.4 and/or XXI.E (Reduction-In-Force) shall be used in determining the disposition of the faculty within that program. This process does not require the convening of the Financial Exigency Committee.

ARTICLE VII - SECONDARY INSTRUCTIONAL FACULTY WORKLOAD

A. TIME OF SERVICE

GENERAL STATEMENT

Faculty are professionals, and as such, they are expected to exercise appropriate discretion in the performance and scheduling of their workload. The Board and the Local recognize portions of the faculty workload, such as preparation duties, may be best performed away from the worksite, i.e., at the Learning Resource Center, library, etc.; consequently, whenever their Faculty Load Schedule (Instructional) (Appendix D) permits, faculty are free to leave the campus.

Faculty develop workloads in collaboration with their peers in their department, their Department Chairperson, and Dean. Faculty workloads are crafted to ensure that qualified faculty are assigned to meet instructional needs and that faculty are accessible. The Board and the Local recognize the importance of maintaining the integrity of all courses offered by the College. Therefore, faculty shall meet the minimum requirements established in Appendix A-Faculty Job Specifications when assigned a workload. Faculty workloads include instructional and/or other activities described in Appendix A-Faculty Job Specifications for each faculty rank.

B. WORKLOAD/RESPONSIBILITIES

The faculty workload is comprised of work assignments scheduled by the College and work assignments scheduled by individual faculty members. Faculty work assignments include those duties and responsibilities described in the Appendix A-Faculty Job Specifications for each faculty rank. A faculty member's workload is described in detail in their Faculty Load Schedule (Instructional) (Appendix D).

Secondary Faculty

1. Work Year:

Work Year for secondary faculty may agree with the Guam Department of Education (GDOE) school year calendar inclusive of make-up days. Certain circumstances may arise that could cause adjustments to the calendar. The school year shall be contained in the Guam Community College Academic Calendar approved by the Board and in alignment with the GDOE calendar.

Faculty will attend virtual Convocation (may attend in-person) on the Friday before the first day of classes, as scheduled by the Chief Negotiators.

2. Secondary Faculty Workload Schedule

- a. The faculty workload is comprised of work assignments scheduled by the College, in collaboration with the Guam Department of Education (GDOE), and work assignments scheduled by individual faculty members. Faculty work assignments include those duties and responsibilities described in detail in their Faculty Load Schedule (Appendix D) and/or Agreement to Alternate Assignment (Appendix D).
- b. When a vacancy occurs, one (1) or more faculty members may request within one (1) month to change worksites for the following academic year. Worksite assignments shall be developed using the following procedure:

- (2) Rank and Permanent Faculty Service with GCC-Points awarded for rank shall concur with points awarded in Article XXI.E.2.b.(1).

Academic Rank Held	Points
Assistant Instructors	2
Instructors	3
Assistant Professors	5
Associate Professors	6
Professors	7

Permanent Faculty Service Years: Points are 1:1 (one (1) academic year is equal to one (1) point).

- (3) If there is a tie, use the criteria below:
- (a) Professional Certification(s)-10 points
 - (b) Licenses specific to the industry or subject-10 points
 - (c) Degree(s) Specific to Industry or Subject-10 points

Highest Degree	Points
Associate	4
Bachelors	6
Masters	8
Doctorate	10

- c. Submit a proposed workload schedule to the Dean, no later than March 1 (for the following Fall semester) and October 1 (for the following Spring semester), who shall review and provide feedback and approve or disapprove the proposed workload within ten (10) duty days of receiving the workload.
 - (1) If the Dean disapproves any part of the proposal, the Dean shall, in writing, indicate the reason for disapproval:
 - (a) The Department Chairperson shall convene a department meeting within five (5) duty days to address the expressed written concerns of the Dean.
 - (b) The department shall construct a revised proposal and submit it to the Dean at the conclusion of that meeting.
 - (2) In the event that no subsequent department proposal is approved by the Dean, the Dean will convene a meeting, not later than March 15 for the fall semester and not later than October 15 for the spring semester, with the department or the Department Chairperson and affected faculty member(s). At that meeting, the Dean will provide their schedule of classes and teaching assignment for the upcoming term.
 - (3) The Dean has the discretion to alter the workload to ensure that faculty have an appropriate load if the proposed workload is not submitted on or before the due date and no reasonable justification is provided.
- 3. Secondary Faculty Duties:

The Secondary Instructional faculty workload includes five (5) periods of a six (6) period schedule, or three (3) periods of a four (4) period schedule in the case of a four-by-four block schedule. Overloads in the site school will be compensated at the faculty's hourly rate. In the event secondary programs establish a new initiative in a six (6) period environment, faculty shall have one (1) class treated as an overload.
- 4. There shall be no combining or joining of classes under normal circumstances. It is recognized that regularly scheduled labs, and from time to time other circumstances, may arise that may cause combining to be necessary.
- 5. The maximum enrollment permitted in a class is as follows:

- a. For secondary classes, the maximum class enrollment shall be twenty (20) students per class.
- b. Secondary faculty shall not be assigned additional duties by the Guam Department of Education (GDOE) Administration outside their agreed upon workload in their site school without proper consent from the faculty and their Dean or designee.
- c. In the event that a faculty member teaches a split schedule that includes an extended break of three (3) consecutive hours or more during any given day, the College shall reimburse the faculty member for mileage equal to one (1) round-trip distance between the faculty member's worksite and residence. The reimbursement will be in accordance with GCC Board Policy 190.
- d. Should the Guam Department of Education (GDOE) schedule change, this section may be modified as per provisions stated in Article XXIV-Sole Agreement.

C. PLANNING AND EVALUATION

- 1. Faculty shall implement, within the limits of the resources provided by the College, the curriculum of the College according to standards set and stated by the College in its curriculum documents. Faculty shall summarize their plans to implement curriculum in a course syllabus. A copy of the syllabus shall be provided to the Department Chair.
- 2. Faculty shall:
 - a. Evaluate student work according to curricular standards using evaluation methods described in the course syllabus;
 - b. Provide students with a complete, written, course syllabus, including a summary of course schedule, course content, course requirements, evaluation criteria, contact information, and emergency procedures. The syllabus shall be distributed to the students within a reasonable time.
 - c. Maintain approved class meeting times, duration, and location;
 - d. Make every effort to return graded tests within one (1) week;
 - e. Announce course attendance requirements, consistent with GDOE/Site School rules and regulations.
 - f. Provide attendance and progress reports, quarter grades, semester grades, and final grades for each secondary class. Additionally, emergency lesson plans and grades shall be submitted to the site school as required by GDOE. A copy of the final grades shall be submitted to the Dean.
 - g. Submit data requirements (i.e., student enrollment, Student Learning Outcomes-SLOs, artifacts) to the Assessment, Institutional Effectiveness & Research (AIER) Office or any other appropriate office, in keeping with institutional requirements.

D. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS

- 1. In the event that a secondary faculty member gives a timely notice of intent to retire, (i.e., no less than one (1) semester in advance) during the academic year, the faculty member, Department Chair, Dean, and Chief Human Resources Officer shall have the option to plan and develop an approved alternative assignment.
- 2. Assignments Procedures
Should the need arise, an alternative assignment will be developed collaboratively by the faculty member, their Department Chairperson, and the Dean. Alternative assignments are described in writing and require the mutual written agreement of the faculty member and the appropriate Dean(s).
- 3. Acceptance of an alternative assignment shall not alter the basis for a faculty member's compensation.

ARTICLE VIII - SECONDARY NON-INSTRUCTIONAL FACULTY WORKLOAD

A. TIME OF SERVICE

GENERAL STATEMENT

Faculty are professionals and as such, they are expected to exercise appropriate discretion in the performance and scheduling of their workload.

Faculty develop workloads in collaboration with their peers in their department, their Department Chairperson, and Dean. Faculty workloads are crafted to ensure that qualified faculty are assigned to meet student needs and that faculty are accessible.

Specific assignments (including office hours) will be discussed and agreed upon between the individual faculty and their respective Department Chairperson and Dean and will be identified in the Faculty Load Schedule (Non-Instructional) (Appendix D).

B. WORKLOAD/RESPONSIBILITIES

The faculty workload is described in detail in their Faculty Load Schedule (Non-Instructional) (Appendix D). The faculty workload is comprised of work assignments scheduled by the College and work assignments scheduled by individual faculty members. Faculty work assignments include those duties and responsibilities described in Appendix A-Faculty Job Specifications for each faculty rank.

Therefore, faculty shall meet the minimum requirements established in the Appendix A-Faculty Job Specifications for non-instructional faculty when assigned a workload. Faculty workloads include activities described in Appendix A-Faculty Job Specifications for each faculty rank.

1. Work Year:

Work Year for secondary non-instructional faculty may agree with the Guam Department of Education (GDOE) school year calendar, inclusive of make-up days. Certain circumstances may arise that could cause adjustments to the calendar. The school year shall be contained in the Guam Community College Academic Calendar approved by the Board and in alignment with the GDOE calendar.

Faculty will attend virtual Convocation (may attend in-person) on the Friday before the first day of classes, as scheduled by the Chief Negotiators.

2. Secondary Non-Instructional Faculty Duties:

Secondary non-instructional faculty shall follow the site school hours. The Work Experience Coordinators are not limited to the site school hours and may be outside the traditional operating hours in order to meet the needs of the students and their work assignments. The standard expectation of 35 hours per week shall apply. Secondary Non-Instructional faculty duties may be found in Appendix A-Faculty Job Specifications.

3. Secondary faculty shall not be assigned additional duties by the GDOE Administration outside their agreed upon workload in their site school without proper consent from the faculty and their Dean or Associate Dean.

4. Should the GDOE schedule change, this section may be modified as per provisions stated in Article XXIV-Sole Agreement.

C. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS

1. A faculty member may have an atypical workload for various reasons. For example, report to duty one (1) or more weeks prior to the start of the new academic year to address CTE enrollment issues and other operational needs. A faculty member who accepts this responsibility will be afforded exchange time for days worked and such days and times should be reflected in the faculty member's Faculty Load Schedule (Non-Instructional) (Appendix D) on their workload agreement.
2. In the event that a secondary faculty member gives a timely notice of intent to retire, (i.e. no less than one (1) semester in advance) during the academic year, the faculty member, Department Chair, Dean, and Chief Human Resources Officer shall have the option to plan and develop an approved alternative assignment.
3. Assignment Procedures
Should the need arise, an alternative assignment will be developed collaboratively by the faculty member, their Department Chairperson, and the Dean. Alternative assignments are described in writing and require the mutual written agreement of the faculty member and the appropriate Dean.
4. Acceptance of an alternative assignment shall not alter the basis for a faculty member's compensation.

ARTICLE IX - SECONDARY FACULTY WORKING CONDITIONS

Employee safety is a primary concern of the College and the Local. The College shall not knowingly require a faculty member to work in unsafe conditions. The College and the Local strive to ensure a safe and conducive working environment free from intimidation, harassment, physical, mental, and verbal threats, bullying, and any other threatening behavior. If faculty feel any of their rights under this Agreement are violated, faculty should use the process contained in Board Policy 171 or contact their Department Chairperson, their Dean, and/or the College's Chief Human Resources Officer.

A. SAFETY CONDITIONS

1. The College shall ensure that facilities are inspected annually and that facilities conform to nationally recognized standards (such as those promulgated by Guam Occupational Safety and Health Act (GOSHA), Occupational Safety and Health Act (OSHA), Americans with Disabilities Act (ADA), the National Fire Protection Association (NFPA), and the National Safety Council) to include, but not limited to ventilation, mold, lighting, noise, electrical, sanitation, fire, flooding, and floor space in all facilities.
2. If an unsafe or unhealthy condition exists in the assigned site school workspace/classroom, the College's Environmental Health and Safety Administrator will establish a procedure to coordinate with Guam Department of Education (GDOE) Safety Administrator to prioritize and correct any identified unsafe or unhealthy condition in a timely manner.
3. Faculty members who notice any unsafe condition(s) shall remedy, where possible, and/or report the condition(s) immediately to the site school administrator, their Department Chairperson, and Dean, who will then notify the Environmental Health and Safety Officer and/or the Chief Human Resources Officer who will make an assessment and recommendation to the Dean for action.
4. Should an emergency arise that is unsafe for GCC faculty members and/or students, the faculty member shall remove themselves and students from said environment until such area is deemed safe. The faculty shall immediately notify GCC and GDOE administration of the matter.
5. Faculty members who sustain occupational injuries or illness shall report all incidents to the Department Chairperson, Dean, and Environmental Health and Safety Administrator within one (1) duty day of the incident (if capacitated to do so). Illness or injuries involving employees shall be reported to the School Health Counselor and the Human Resources Office (Workers' Compensation forms will be filled out at the Human Resources Office when the faculty member is physically able to).
6. Injuries involving students shall be reported immediately to the School Health Counselor or site school nurse. The faculty's Department Chairperson and/or Dean shall be notified immediately. A written incident report shall be completed and submitted to the faculty's Department Chairperson and Dean within twenty-four (24) hours of the incident.
7. The College, through an established procedure, will determine whether or not it will, on a case-by-case basis, provide for payment of the costs for the loss of personal property whenever any such property is damaged in the line of duty without fault of the faculty member.
8. The College shall take appropriate measures to secure the College worksites against burglary or vandalism.
9. Faculty shall not transport students.

B. FACILITIES

1. For faculty assigned to secondary programs on College Campus:
 - a. The College shall provide a secondary faculty workspace. The Dean will identify adequate workspaces for faculty use, with adequate and appropriate lockable storage. Each individual workspace shall be properly maintained, lighted, ventilated and shall include: a chair and a desk with a lockable drawer, a lockable filing cabinet, adequate shelving for books, internet access, and ready access to a telephone.
 - b. The College shall ensure classroom assignments are specific to CTE programs and that faculty are not required to teach in more than one (1) classroom. Should classroom assignments change, changes must be made by May 15 or November 15 for the following respective Fall or Spring semester. Emergency situations concerning classrooms may arise that will require coordination between the faculty and the GCC administrator responsible for GCC secondary programs.
 - c. The College shall ensure adequate laboratory and classroom facilities to conduct specific Career and Technical Education (CTE) programs.
 - d. CTE Counselors may coordinate with GCC CTE faculty to utilize laboratory and classroom facilities to conduct specific Career and Technical Education (CTE) programs and/or services.
 - e. Access to GCC campus work areas may be available to faculty members as needed based on normal operating hours. Faculty who require access outside of normal operating hours will coordinate with their Dean for approval.
 - f. Faculty shall report maintenance needs and other similar problems to their Department Chairperson. The Department Chairperson shall submit work order requests to their Dean for appropriate action.
2. For faculty assigned to Secondary GDOE sites:
 - a. The College shall furnish each secondary site school classroom/worksites with a functioning telephone and computer (with access to the Internet) and access to printing, copying, and scanning services.
 - b. The goal of the College, whenever possible, is to provide a private individual office space at the site school location for each Career Counselor during the academic year. The College, in conjunction with GDOE, along with input from the Department Chairperson (if applicable), will identify adequate office space with appropriate lockable storage for faculty use that is properly maintained and lighted. The College shall ensure that office spaces are in conformance with 2a above. At the end of the academic year, faculty will secure confidential information.
 - c. Faculty shall submit work orders to GDOE site school personnel for maintenance services and notify the Department Chairperson and their Dean.

C. SUPPLIES AND EQUIPMENT

1. The College will provide materials and equipment for faculty necessary to carry out their respective activities in accordance with approved curricula, standards, and professional responsibilities where applicable. The College will, through an established procedure, reorder, repair, or replace lost or damaged College equipment, as needed. GCC property removed from the worksite/workspace without the express permission from the faculty, will be reported immediately to their Dean.
2. Requests for the purchase of materials and equipment will be processed utilizing the purchasing procedures established by the College. The Dean or Procurement and Inventory Administrator, as appropriate, shall inform Department Chairpersons of any disapproval of requests, delays in approvals, vendor/supplier rejections of purchase orders, back orders or proposed substitutions for items requested, cancellations of issued purchase orders by the College, or other matters which affect the expeditious

filling of requests, including textbooks. All supplies, materials, and equipment shall be delivered by the College to the faculty worksite.

3. The College will remove surveyed items from classrooms whenever possible.
4. The College is not responsible for the loss or damage of personal property. Personal property must be removed from the classroom at the end of each semester.

D. FACULTY ABSENCES

Faculty shall be charged sick leave, personal leave, or leave without pay for approved absences as prescribed in Article XVIII-Leave. Faculty are required to notify their Dean of any absence for any reason:

1. When absent for an entire duty day, faculty shall be charged eight (8) hours of leave.
2. When absent for less than an entire duty day, leave shall be charged in increments of one (1) hour blocks.
3. For sick leave, faculty members shall initially notify their site school, their Dean, and Student Support Services as early as possible, of any absence. In the event of three (3) or more days of absence, the Department Chairperson and Dean must be notified.
4. Other leave applications must be submitted to and approved by the Dean or other appropriate administrator.
5. A substitute teacher will be provided for absent secondary instructional faculty whenever possible. Faculty members shall provide lesson plans and a class roster for the substitute teacher's use.

E. FACULTY MEETINGS

1. For College Meetings:
 - a. The College President, or Vice President for Academic Affairs, may hold a faculty meeting each semester of the academic year at which all faculty members shall be present. The date of the meeting shall be announced at least ten (10) days in advance of the meeting. Agenda items for such meeting must be submitted to the College President no later than five (5) days before the announced meeting date. The agenda shall be published and made available three (3) days prior to the meeting and shall be strictly adhered to. At the request of the Local, the Spring meeting can be used for faculty-wide professional development as organized by the Local, Professional Development Initiatives Committee, Faculty Senate and/or Advancement-in-Rank. The Local president will determine which committee(s) will organize the PD and inform the VPAA of this utilization by September 30.
 - b. When other faculty meetings are scheduled (excluding Saturdays) (i.e., those convened by the administration):
 - i. Dates and times and the tentative agenda shall be announced at least five (5) days in advance, if feasible.
 - ii. Agenda items submitted to the Dean's office no later than three (3) days prior to the faculty meeting shall appear on the final written agenda which will be distributed by the Dean two (2) days prior to the meeting date.
 - iii. Open discussion shall be a standing agenda item.
 - c. Employee-management relations shall be a standing agenda item for faculty meetings at which all faculty members may be present. The College and the Local shall jointly plan presentations of agenda items.
 - d. Prior notice requirement shall not interfere with the scheduled Convocation for faculty at the beginning of each academic year.
 - e. Meetings or College Assemblies shall be considered a part of the duty day.
2. College Assemblies:
 - a. There shall be no more than one (1) assembly per semester.

- b. The assembly shall be conducted on a day that corresponds with the Guam Department of Education (GDOE) Professional Development Days.
 - c. Assembly shall be used for, but not be limited to, the dissemination of information or training related to federal mandates, Board policies, Accreditation, or other relevant institutional needs.
 - d. "Professional Development" as described in Article XV may be a part of the College Assembly.
3. In the event that GDOE's professional development day agenda provides invaluable information to secondary faculty pertaining to their school site, faculty will contact their Dean for consideration.

F. OTHER DUTIES

- 1. No faculty member shall be required to perform custodial functions except the performance of minor housekeeping functions. Faculty should notify their Department Chairperson and Dean if any additional custodial supplies or services are needed.
- 2. At the end of each term, faculty members will ensure that the room is in an orderly fashion and that all personal and student items are removed to allow preparation for the upcoming term.
- 3. Faculty shall hold students accountable for their conduct while in the classroom, assembly, or at a GCC function and report witnessed misconduct.
- 4. When secondary students' attendance is required at a site school or GCC function, faculty may be required to attend the function and supervise students.

G. GENERAL PROVISIONS

- 1. ~~Classes and office hours~~ for all students will be conducted until the scheduled last day for students for each semester.
- 2. There shall be no combined classes in a single, standard-sized classroom or more classes in any instructional area than it was designed to accommodate. This provision does not prevent faculty from combining classes for a single, special presentation. There shall be no combining or joining of classes under normal circumstances. It is recognized that regularly scheduled labs, and from time to time, other circumstances may arise that may cause combining to be necessary.
- 3. The College shall establish, and the faculty shall maintain an inventory control system for the responsible distribution, use, and collection of College property entrusted to them. No faculty member will be held financially responsible for loss of College property unless negligence is proven. A faculty member will not be held financially responsible for loss of College property checked out to students if they have made a reasonable effort to collect them. Faculty members will promptly report lost or stolen College property to their Dean.
- 4. Individual faculty members shall try to make themselves available upon scheduled requests for their CTE program student, parent/guardian, Individual Education Plan (IEP), or administrative meetings at any time during their duty day. In extraordinary situations, faculty may be called to attend a meeting during regular class time or office hours. Instructional faculty will attend only when a qualified substitute teacher is assigned, if necessary. Faculty shall be informed of the purpose and subject of the meeting at the time of notification.
- 5. Travel Between Work Locations, Split Workdays, and Mileage Reimbursement:
 - a. If a faculty member is assigned duties as part of the faculty member's regular workload at different work locations during any workday, and such assignment requires the faculty member to use a privately-owned vehicle for transportation between such work locations, the College shall reimburse the faculty member for the

- round-trip mileage incurred in driving between work locations during such work day in accordance with GCC Board Policy 190.
- b. The College does not pay mileage costs from a faculty member's residence to and from the campus except in cases where, at the request of the College, the faculty member's work schedule includes a break of more than three (3) consecutive hours. For such exceptions, reimbursement will be calculated for mileage equal to one (1) round trip distance between the faculty member's worksite(s) and residence in accordance with GCC Board Policy 190.
 - c. If a faculty member is required to travel between two (2) or more worksites during any workday, adequate travel time will be scheduled as part of the duty time. Faculty shall be paid mileage for the distance between the two (2) worksites in accordance with GCC Board Policy 190.
6. School Closure
- a. Management shall determine whether conditions warrant the cancellation of classes. If a total shutdown occurs due to emergency conditions, said day shall be considered a duty day. If instructional days are reduced due to natural disasters or inclement weather, make-up instructional days may be scheduled.
 - b. Make-up instructional days may be scheduled as follows:
 - i. Lost instructional days may be made up.
 - ii. The parameters for make-up days will coincide with the Guam Department of Education (GDOE) calendar and be determined by joint agreement between the Local President (with input from the faculty) and the College President or their designees.
 - iii. Secondary faculty shall be compensated for all approved days worked in excess of GDOE Calendar or designated school days recognized by the GCC Board of Trustees per academic year.
 - c. If the Governor announces Condition of Readiness (COR) II and does not specify action(s) to be taken, and if the College President elects to close the campus:
 - i. If classes are in session, students will be dismissed. Faculty shall be dismissed upon completion of their securing and assessing duties; or
 - ii. If classes are not in session (excluding school holidays), faculty shall:
 - 1) Notify their Dean that they have completed their securing responsibilities, or
 - 2) Report to their worksite and shall be dismissed upon completion of their securing duties.
 - iii. Once GDOE host site has been cleared, faculty shall report to work during their normal duty hours to assist in post-typhoon/event damage assessment and cleanup of classrooms/offices.
 - iv. If Faculty are unable to report to their worksite due to extenuating circumstances, they will notify the Dean at their earliest convenience and shall report to their worksite as soon as circumstances allow.
 - d. When Guam Department of Education (GDOE) management cancels classes, faculty may depart the worksite provided students have been released and classrooms have been secured.
7. Payment
- The faculty shall be paid on a twenty-one (21) pay period preference (which is the true hourly rate) or a twenty-six (26) pay period preference. Notification of preference must be made by the end of Spring semester to be effective for the following academic year. Preference may not be changed for one (1) year. The College shall compensate faculty for all approved days worked in excess of GDOE Calendar or designated school days recognized by the GCC Board of Trustees. Such payment shall be made at the end of the semester in which excess days were worked.

8. Payroll
The College shall maintain an electronic payroll deposit program. Payroll errors shall be corrected by the College without undue delay. Payment shall be made within two (2) duty days following the determination of the error. Adjustments requiring a payback to the College will be made in a reasonable time as agreed.
9. Return of Materials
The faculty shall not be required, except for library inventory purposes, to turn in supplies or materials used in the performance of their duties prior to the last duty day of the semester.
10. Off-Island Travel
When a faculty member(s) travels off-island sponsored by the College, the traveler shall be entitled to compensation or reimbursement of the costs in accordance with GCC Board Policy 190.
11. Outside Employment
Faculty employment outside of the College shall be in accordance with the GCC Academic Personnel Rules and Regulations. The outside employment request must be submitted at the beginning of the academic year or as changes occur. Upon approval of the Faculty Workload Schedule, consideration for the outside employment application will be completed. Applications may be submitted at any time with the understanding that GCC employment takes precedence and there will be no conflict with the Faculty Workload Schedule.
12. Reporting for Work
Secondary faculty shall not be required to sign-in at their respective worksites unless there is an emergency that would require verification.

ARTICLE X - POSTSECONDARY INSTRUCTIONAL FACULTY WORKLOAD

A. TIME OF SERVICE

GENERAL STATEMENT

Faculty are professionals, and as such, they are expected to exercise appropriate discretion in the performance and scheduling of their workload. The Board and the Local recognize portions of the faculty workload, such as preparation duties, may be best performed away from the worksite (i.e. at the Learning Resource Center, etc.); consequently, whenever their Faculty Load Schedule (Instructional) (Appendix D) permits, faculty are free to leave the campus.

Faculty develop workloads in collaboration with their peers in their department, their Department Chairperson, and Dean. Faculty workloads are crafted to ensure that qualified faculty are assigned to meet instructional needs and that faculty are accessible. The Board and the Local recognize the importance of maintaining the integrity of all courses offered by the College. Therefore, faculty shall meet the minimum requirements established in the Appendix A-Faculty Job Specifications when assigned a workload. Faculty workloads include instructional and/or other activities described in Appendix A-Faculty Job Specifications for each faculty rank.

B. WORKLOAD/RESPONSIBILITIES

The faculty workload is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments include those duties and responsibilities described in Appendix A-Faculty Job Specifications for each faculty rank. A faculty member's workload is described in detail in their Faculty Load Schedule (Instructional) (Appendix D).

Postsecondary Instructional Faculty

1. Work Year:

- a. Duty days for the academic year, as defined by the Board approved Academic Year Calendar, will commence two (2) duty days prior to the first (1st) day of classes in each semester for purposes of student advisement and other scheduled College activities. Five (5) hours each day will be scheduled in coordination with the Department Chairperson and the Dean.

Faculty will attend virtual Convocation (may attend in-person) on the Friday before the first day of classes, as scheduled by the Chief Negotiators.

Duty days will end three (3) duty days after the last day of Fall and Spring classes or sooner, but not before the end of a faculty's scheduled classes as defined in the Academic Calendar, if all individual grades and clearances have been submitted.

- b. The calendar year is based on a twelve (12) month year. Faculty members working the calendar year accrue annual leave and observe only Government of Guam holidays. School holidays are not observed by faculty members working the calendar year.

The dialogue between the Dean and any postsecondary instructional faculty requesting to work a ten (10), eleven (11), or twelve (12) month work year for the following academic year shall begin as early as possible, but no later than February 14. For compensation purposes, the agreed schedule shall be finalized no later than

the end of the academic year. Written justification must be provided to support the postsecondary instructional faculty request. If the request is denied, justification will be provided in writing no later than five (5) days after receipt of request.

At the recommendation of the Dean and Vice President for Academic Affairs and the approval of the President, postsecondary instructional faculty may be placed on a ten (10) month (includes an additional twenty (20) work days beyond a nine (9) month assignment calculated at the true hourly rate), eleven (11) month (includes an additional forty (40) work days beyond a nine (9) month assignment calculated at the true hourly rate), or twelve (12) month assignment. Beyond a nine (9) month assignment, but less than a twelve (12) month assignment, compensation will be calculated at an hourly rate based on the postsecondary instructional faculty's academic year salary for any extension of the normal work year.

2. Work Week:

The work week shall not exceed five (5) days, exclusive of Sunday, except by the mutual written consent of the faculty member, Department Chairperson and the Dean as per Appendix D-Faculty Load Schedule.

3. Work Day:

The typical instructional work day for faculty should include no more than four (4) consecutive hours per day without an appropriate break. Faculty shall work no more than six (6) instructional contact hours per day. The work day for faculty may differ from any criteria set within this Agreement with the mutual written agreement of the faculty member, Department Chairperson, and the Dean as per Appendix D-Faculty Load Schedule.

4. Postsecondary Faculty Workload Schedule

a. The faculty workload is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments include those duties and responsibilities described in detail in their Faculty Load Schedule (Appendix D) and/or Agreement to Alternative Assignment (Appendix D).

b. Workload assignments shall be developed using the following procedure:

Within the first months of the beginning of any semester, or as soon thereafter as possible, the Department Chairperson, in preparation for the next semester, shall:

- (1) Conduct a workload (teaching/other) assignment preference survey in the department; and
- (2) Conduct, with the assistance of department members, a student/instructional needs survey; and
- (3) Call a department meeting to establish a course offering schedule. Once approved by the department, there will be no changes without the advice and consent of the Dean; and
- (4) At the above (B.2.b.(1).(iii)) meeting, each member of the department will be given a copy of the department approved course offering schedule and shall determine what courses they desire to teach. In cases where more than one (1) faculty member desires a specific assignment, the following point system will be used:

- (a) Rank and Permanent Faculty Service with GCC – Points awarded for rank shall concur with points awarded in Article XXI.E.2.b.(1).

Academic Rank Held	Points
Assistant Instructors	2
Instructors	3
Assistant Professors	5
Associate Professors	6
Professors	7

Permanent Faculty Service Years: Points are 1:1 (one (1) academic year is equal to one (1) point).

If there is a tie, the following criteria will be used:

- (b) Professional Certification(s) – 10 points
- (c) Licenses specific to the industry or subject – 10 points
- (d) Degree(s) Specific to Industry or Subject – 10 points
- (e)

Highest Degree	Points
Associate	4
Bachelors	6
Masters	8
Doctorate	10

- (f) At the beginning of each semester prior to the cancellation of any class, the Dean shall meet with the Department Chairperson of the affected classes and the Coordinator of Admissions and Registration to determine the feasibility of cancelling the class. Considerations shall include impact on students, faculty workload, balancing workload, etc. For consistently low enrolled courses, refer to Article XXI.A and XXI.B.4.
- c. Submit a proposed workload schedule to the Dean, no later than March 1 (for the following Summer and Fall semesters) and October 1 (for the following Spring semester), who shall review and provide feedback and approve or disapprove the proposed workload within ten (10) duty days of receiving the workload.
 - (1) If the Dean disapproves any part of the proposal, the Dean shall, in writing, indicate the reason for disapproval:
 - (a) The Department Chairperson shall convene a department meeting within five (5) duty days to address the expressed written concerns of the Dean.
 - (b) The department shall construct a revised proposal and submit it to the Dean at the conclusion of that meeting.
 - (2) In the event that no subsequent department proposal is approved by the Dean, the Dean will convene a meeting, not later than March 15 for the Summer and Fall semesters and not later than October 15 for the Spring semester, with the department or the Department Chairperson and affected faculty member(s). At that meeting, the Dean will provide their schedule of classes and teaching assignment for the upcoming term.
 - (3) The Dean has the discretion to alter the workload to ensure that faculty have an appropriate load if the proposed workload is not submitted on or before the due date and no reasonable justification is provided.
 - (4) No earlier than two weeks prior to the start of each semester, should an adjustment be needed (e.g., maximizing the fulltime faculty workload based on student needs), the Dean will meet with the faculty and Department Chairperson.

If the faculty are not accessible, the Dean will meet with only the Department Chairperson to address the concern.

5. Responsibilities:

- a. The annual workload consists of 450 hours per academic year. The annual workload will be constituted in the following manner:

- (1) Instructional contact hours shall not exceed 450 hours per academic year (225 hours per semester).

This remains in effect until the Chief Negotiators of both parties meet in accordance with Article XXIV-Sole Agreement.

- (2) Each lab course will be listed in the Curriculum Manual as being either Category 1 or 2, according to the following definitions for purposes of fulltime workload assignment.

Category 1 – Instructional Labs

Compensation: Same as lecture course.

The equivalent of an academic course taught in a lab environment. Direct instruction fills the entire class period.

Category 2 – Lecture/Application/Practice Labs

Compensation: Seventy-five (75%) of lecture course compensation.

Lecture and Practice sessions are clearly identified as separate activities.

Category 2 Labs will be placed in the overload section of the faculty workload.

- (3) Office hours shall be approved by the appropriate Department Chairperson and Dean and shall be at least five (5) hours, in at least one (1) hour increments, covering at least three (3) duty days per week. In addition, faculty shall include in the course syllabus that students may request for appointments outside of office hours to meet the various needs of students.
- (4) Office hours must be scheduled outside of regularly scheduled course meeting times, except in those environments where faculty meet with students continuously throughout the day. Faculty members shall post their office hours and provide a copy to the appropriate Department Chairperson and Dean, and shall inform the appropriate Dean of any modification or any inability to meet posted office hours. Fulltime faculty members teaching in the evening hours shall schedule some, but not all, office hours during the evening.
- (5) In all cases, the number of students enrolled in a class shall not exceed the number of fully equipped and adequately supplied student work stations in the classroom. The preferred class size is 20 students.
- (6) Under special circumstances, courses offered at the College that may be part of a workload include the following:
- (a) Special Projects – Courses for individual students such as special studies.
- (b) Practicum Courses – Guided work experience supervised by a qualified faculty member or project director dealing with various applied aspects of a program of study.
- (7) The benchmark for class enrollment is ten (10). Classes with enrollment below this benchmark must be discussed between the faculty, Department Chairperson and the Dean before the first (1st) day of classes specific to circumstances that would warrant the class to continue.
- b. Alternative workload assignments are possible as agreed upon by the faculty member and their appropriate Dean and in concurrence with the Department Chairperson.

C. PLANNING AND EVALUATION

1. Faculty shall implement, within the limits of the resources provided by the College, the curriculum of the College according to standards set and stated by the College in its curriculum documents. Faculty shall summarize their plans to implement curriculum in a course syllabus. The length and detail of each course syllabus shall be determined jointly by the faculty member and the Department Chair.
2. Faculty shall:
 - a. Evaluate student work according to curricular standards using evaluation methods described in the course syllabus;
 - b. Provide students with a complete, written, course syllabus adhering to the Course Syllabi Checklist (including a summary of course schedule, course content, course requirements, evaluation criteria, office hours, contact information, and other Institutional information) on the first (1st) day of class, unless otherwise agreed by the faculty and Department Chair, who shall inform the Dean;
 - c. Maintain approved class meeting times, duration, and location and shall notify their Dean and Student Support Services of any absences or changes;
 - d. Make every effort to return graded tests within one (1) week;
 - e. Announce course attendance requirements, consistent with the College rules and regulations, and Catalog at the beginning of the course;
 - f. Provide a final grade for each student in each postsecondary course;
 - g. Provide an intra-term progress report for an individual student when requested in a timely manner;
 - h. Post grades electronically to the College's Student Information System (Banner) in accordance with the Academic Year Calendar;
 - i. Maintain grade-calculation evidence for a minimum of one (1) semester in the event the evidence is requested for an appeal process. If a faculty leaves the College, they shall submit grade calculations to Department Chairpersons or the Dean.
 - j. Keep attendance records in the College's Student Information System (Banner).

D. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS

1. In the event that a faculty member agrees to accept a workload greater than that considered a full workload for a single semester because of the special needs of the College, that faculty member's instructional workload will be reduced during a subsequent semester, said semester to be mutually acceptable to the faculty member and their Dean, so that over a period not to exceed the three (3) subsequent terms, including Summer session, the faculty member's average workload will be a full workload each term.
2. In the event that:
 - a. A class taught by a faculty member is canceled on or before the first (1st) day of classes for any given semester, and in the event that assignment to another class is not made, the faculty shall:
 - (1) Develop, in consultation with the appropriate Dean(s) and department chairperson(s), alternative work assignments comparable to the amount of their workload which has been either canceled or not scheduled to be completed during that same semester, or
 - (2) Have their workload balanced over a three-term period, including Summer session, said balancing to occur in a semester or section mutually acceptable to the faculty member and their Dean, provided that:
 - (a) Alternative work assignments are developed in accordance with the Alternative Assignments Procedures (section D.4 of this Article) and the guidelines contained therein. If a mutually agreed assignment cannot be

- reached within the first five (5) duty days of class, the Dean shall provide the work assignment, and
- (b) Such alternative work assignments are subject to the approval of the appropriate Dean(s), and
 - (c) Exceptions to the three-term balancing period may be made only with the mutual written agreement of the faculty member and the appropriate Dean(s), and
 - (d) The maximum workload imbalance that any faculty member may accumulate shall not exceed the equivalent of teaching ninety (90) contact hours. It is recognized that under special circumstances the contact hours may be more than ninety (90).
3. In the event that a faculty member's employment at the College ends prior to their workload being balanced:
- (1) The College shall, in lieu of reduction in workload, compensate the faculty member for the completed excess workload at the adjunct rate for calculation purposes, or
 - (2) The faculty member shall, in lieu of completing an excess workload, compensate the College.
4. Alternative Assignments Procedures
- (1) Alternative assignments are developed collaboratively by the faculty member, their Department Chairperson, and the Dean. Alternative assignments are described in writing and require the mutual written agreement of the faculty member and the appropriate Dean(s) using Appendix D (Agreement to Alternate Assignment).
 - (2) Acceptance of an alternative assignment shall not alter the basis for a faculty member's compensation.

ARTICLE XI - POSTSECONDARY NON-INSTRUCTIONAL FACULTY WORKLOAD

A. TIME OF SERVICE

GENERAL STATEMENT

Faculty are professionals, and as such, they are expected to exercise appropriate discretion in the performance and scheduling of their workload.

Faculty develop workloads in collaboration with their peers in their department, their Department Chairperson, and/or Dean. Faculty workloads are crafted to ensure that qualified faculty are assigned to meet assessed student needs and that faculty are accessible.

Specific assignments (including office hours) will be discussed and agreed upon between the individual faculty and their respective Department Chairperson and/or Dean and will be identified in the Faculty Load Schedule (Non-Instructional) (Appendix D).

B. WORKLOAD/RESPONSIBILITIES

The faculty workload is described in detail in their Faculty Load Schedule (Non-Instructional) (Appendix D). The faculty workload is comprised of work assignments scheduled by the College and work assignments scheduled by individual faculty members. Faculty work assignments include those duties and responsibilities described in Appendix A-Faculty Job Specifications for each faculty rank. For Department Chairpersons, refer to Article VI.C.2.a (Department Chairperson Responsibilities)

Therefore, faculty shall meet the minimum requirements established in the Appendix A-Faculty Job Specifications when assigned a workload. For Department Chairpersons, refer to Article VI.C.2.a (Department Chairperson Responsibilities)

1. Work Year:

- a. Duty days for the academic year, as defined by the Board approved Academic Year Calendar, will commence two (2) duty days prior to the first (1st) day of classes in each semester for purposes of student advisement and other scheduled College activities. The last day of non-instructional faculty shall be three (3) days after the latter of the scheduled class days for Monday through Thursday classes.

Faculty will attend virtual Convocation (may attend in-person) on the Friday before the first day of classes, as scheduled by the Chief Negotiators.

- b. In April of every year, faculty that are on a mutually agreed ten (10) or eleven (11) month schedule will review, with their Dean, the need to continue, discontinue, or revise their schedule.
- c. The dialogue between the Dean and any postsecondary non-instructional faculty requesting to work a ten (10), eleven (11), or twelve (12) month work year for the following academic year shall begin as early as possible, but no later than April 1. For compensation purposes, the agreed schedule shall be finalized no later than the end of the academic year. Written justification must be provided to support the postsecondary non-instructional faculty request.
- d. At the recommendation of the Dean and Vice President for Academic Affairs and approval of the President, postsecondary non-instructional faculty may be placed on a ten (10) month (includes an additional twenty (20) work days beyond a nine (9)

month assignment calculated at the true hourly rate), eleven (11) month (includes an additional forty (40) work days beyond a nine (9) month assignment calculated at the true hourly rate), or twelve (12) month assignment. Beyond a nine (9) month assignment, but less than a twelve (12) month assignment, compensation will be calculated at an hourly rate based on the postsecondary non-instructional faculty's academic year salary for any extension of the normal work year.

- e. Each department or program is responsible for ensuring that the services necessary to meet the Mission of the College are provided, with priority given to those services necessary to fulfill the educational needs of students and instructional needs of faculty. Additionally, each department or program shall be responsible for ensuring that the College's established hours of operation are adequately covered based on assessed student needs and available resources. This shall be reflected in each faculty member's Faculty Load Schedule (Non-Instructional) (Appendix D).
 - f. For faculty working a twelve (12) month schedule, the beginning of the twelve (12) month schedule shall begin on the day that faculty report for the academic year as defined in the Academic Calendar. The faculty working a twelve (12) month schedule shall work forty (40) hours per week, accrue annual leave, and observe only Government of Guam holidays. School holidays are not observed by faculty working a twelve (12) month schedule per GCC Board Policy 435.
2. Work Week:
It is recognized that fulltime non-instructional faculty members normally work thirty-five (35) hours per week in carrying out their professional responsibilities.
3. Work Day:
The typical non-instructional work day shall be seven (7) hours. The work day for faculty may differ from any criteria set within this Agreement with the mutual written agreement of the faculty member, Department Chairperson, and the Dean as per Appendix D- Faculty Load Schedule (Non-Instructional).

C. BALANCING WORKLOAD-ALTERNATIVE ASSIGNMENTS

- 1. In the event that a faculty member agrees to accept a workload greater than that considered a full workload for a single semester because of the special needs of the College, that faculty member's workload will be reduced during a subsequent semester, said semester to be mutually acceptable to the faculty member and their Dean, so that over a period not to exceed the three (3) subsequent terms, including Summer session, the faculty member's average workload will be a full workload each term.
- 2. Assignment Procedures
 - a. Alternative assignments are developed collaboratively by the faculty member, their Department Chairperson, and the Dean. Alternative assignments are described in writing and require the mutual written agreement of the faculty member and the appropriate Dean(s).
 - b. A faculty member may have an atypical workload for various reasons, including, but not limited to, the following:
 - i. A faculty member agrees to accept duties and responsibilities outside the scope of their regularly assigned duties and responsibilities.
 - ii. Acceptance of an alternative assignment shall not alter the basis for a faculty member's compensation.

ARTICLE XII - POSTSECONDARY FACULTY WORKING CONDITIONS

A. SAFETY CONDITIONS

Employee safety is a primary concern of the College and the Local. The College shall not knowingly require a faculty member to work in unsafe conditions. The College and the Local strive to ensure a safe and conducive working environment free from intimidation, harassment, physical, mental, and verbal threats, bullying, and any other threatening behavior. If faculty feel any of their rights under this Agreement are violated, faculty should use the process contained in Board Policy 171 or contact their Department Chairperson, their Dean, and/or the College's Chief Human Resources Officer.

1. The College shall ensure that facilities are inspected annually and that facilities conform to nationally recognized standards (such as those promulgated by Guam Occupational Safety and Health Act (GOSHA), Occupational Safety and Health Act (OSHA), Americans with Disabilities Act (ADA), the National Fire Protection Association (NFPA), and the National Safety Council) to include, but not limited to ventilation, mold, lighting, noise, electrical, sanitation, fire, flooding, and floor space in all facilities.
2. Faculty members who notice any unsafe condition(s) shall remedy, where possible, and/or report the condition(s) immediately to their Department Chairperson, Dean, and the Environmental Health and Safety Administrator.
3. Faculty members shall report all incidents involving injuries that occur on all College worksites to the Administrator assigned to Student Support and Environmental Health and Safety within one (1) duty day of the incident (if capacitated to do so). Injuries involving students shall be reported immediately to the School Health Counselor. Injuries involving employees shall be reported to the School Health Counselor and the Chief Human Resources Officer. (Workers' Compensation forms will be filled out at the Human Resources Office.)
4. The College, through an established procedure, will determine whether it will, on a case-by-case basis, provide for payment of the actual costs of replacing or repairing property of a faculty member whenever any such property is damaged in the line of duty without fault of the faculty member.
5. The College shall take appropriate measures to secure the College worksites against burglary or vandalism.
6. Adequate emergency lighting and site lighting will be provided and maintained on the campus for the safety and well-being of the College community and its guests.
7. Faculty are highly discouraged from transporting students and shall report such activities to their Dean and/or Student Support Services.

B. FACILITIES

1. In all College facilities there shall be at least one (1) faculty lounge with furniture, worktables with chairs, a refrigerator, and a microwave furnished by the College. The faculty shall clean up after themselves.
2. Faculty work rooms or work areas shall be provided at the College. Workrooms or work areas shall have a functioning telephone and copier furnished by the College. Access to GCC campus work areas shall be available to faculty members as needed based on normal operating hours. Faculty that requires access outside of normal operating hours shall coordinate with the Dean for approval.
3. Faculty shall be provided with access to their classroom(s) or offices through the Student Support Services Office. If keys are provided, they shall be returned to the Student Support Services Office on the last day of their scheduled class each semester. Keys must always be kept secured. Duplication of College keys is not allowed. Costs for the

replacement of lost or unreturned keys shall be the responsibility of the faculty in accordance with the Key Issuance Procedures.

4. Keeping in line with the College's Maintenance Program, faculty shall report maintenance needs and other similar problems through the work order process to their Department Chairperson and/or Dean.
5. Faculty Office Space
 - a. Whenever possible, the goal of the College is to provide individual office space for all full-time faculty members during the academic year. The Dean, along with input from the Department Chairperson, will identify adequate office space with appropriate lockable storage for faculty use that is properly maintained and lighted. The College shall ensure that office spaces have network access and printing capabilities. At the end of the academic year, faculty will secure personal belongings and confidential information.
 - b. For Career and School Health Counselors, the College will provide individual office space to ensure privacy and confidentiality in conformance with 5a above.
 - c. The College will maintain institution-wide work areas that are strategically located throughout the campus and have reasonable access for faculty to be used for private meetings in line with confidentiality requirements.
6. Library Facilities
 - a. There shall be an audio-visual room suitable for accommodating at least one (1) class.
 - b. An area for properly previewing audio-visual materials shall be provided.
7. School Health Facilities
 - a. The College shall continue to provide adequate floor space, facilities, equipment, and supplies to allow for appropriate patient care and emergency services.
 - b. The College shall provide adequate and appropriate lockable storage for health records.
8. The College shall provide secure and reliable access to the Internet throughout campus to be used by faculty in offices and classrooms. Outages will be announced beforehand when possible.
9. The College shall endeavor to equip all classrooms with multimedia equipment.

C. SUPPLIES AND EQUIPMENT

1. The College will provide materials and equipment necessary for faculty to carry out their respective activities in accordance with approved curricula, standards, and professional responsibilities where applicable. The College will, through an established procedure, reorder, repair, or replace lost or damaged College equipment and facilities.
2. Requests for the purchase of materials and equipment will be processed utilizing the purchasing procedures established by the College. The Dean or Procurement and Inventory Administrator, as appropriate, shall inform Department Chairpersons of any disapproval of requests, delays in approvals, vendor/supplier rejections of purchase orders, back orders or proposed substitutions for items requested, cancellations of issued purchase orders by the College, or other matters which affect the expeditious filling of requests, including textbooks.
3. The College is not responsible for the loss or damage of personal property. Personal property must be removed from the classroom at the end of each semester.

D. FACULTY ABSENCES

1. Faculty shall be charged sick leave, personal leave, or leave without pay for approved absences as prescribed in Article XVIII-Leave. Faculty members shall notify their

Department Chairperson and Dean, or their designee, as prescribed in Article XVIII.B.6; or as early as possible, of any absence.

2. Postsecondary Programs

- a. Faculty will develop a plan to ensure the attainment of the Student Learning Outcomes (SLOs) for missed classes through an alternative class process as approved by the Dean and communicated to the Department Chairperson.
- b. Faculty members may, but shall not be required to, substitute for an absent faculty member.
- c. Faculty members shall provide meaningful lesson plans and class rosters for the courses that are covered by an approved alternate instructor.
- d. Beyond three (3) consecutive class periods missed per course, alternate instructors approved by the Dean may be provided whenever necessary for absent postsecondary faculty members.

E. FACULTY MEETINGS

1. For College Meetings:

- a. The College President or Vice President for Academic Affairs may hold a faculty meeting each semester of the academic year at which all faculty members shall be present. The date of the meeting shall be announced at least ten (10) days in advance of the meeting. Agenda items for such meeting must be submitted to the College President no later than five (5) days before the announced meeting date. The agenda shall be published and made available three (3) days prior to the meeting and shall be strictly adhered to. At the request of the Local, the Spring meeting can be used for faculty-wide professional development as organized by the Local, Professional Development Initiatives Committee, Faculty Senate and/or Advancement-in-Rank. The Local president will determine which committee(s) will organize the PD and inform the VPAA of this utilization by September 30.
- b. When other faculty meetings are scheduled (excluding Saturdays) (i.e. those convened by the administration):
 - i. Dates and times and the tentative agenda shall be announced at least five (5) days in advance, if feasible.
 - ii. Agenda items submitted to the Dean's office no later than three (3) days prior to the faculty meeting shall appear on the final written agenda which will be distributed by the Dean two (2) days prior to the meeting date.
 - iii. Open discussion shall be a standing agenda item.
- c. Employee-management relations shall be a standing agenda item for faculty meetings at which all faculty members may be present. The College and the Local shall jointly plan presentations of agenda items.
- d. Prior notice requirement shall not interfere with the scheduled Convocation for faculty at the beginning of each academic year.
- e. Meetings shall be considered a part of the duty day. If full-time faculty have as part of their teaching requirement an evening class, they have the option of:
 - i. Rescheduling the class
 - ii. Teaching the class
 - iii. Giving the students an alternative assignment provided the Student Learning Outcomes (SLOs) are met
 - iv. If faculty has an evening class that is not part of their full-time workload (i.e., adjunct courses) they will be expected to teach that class.

2. College Assemblies:

- a. There shall be no more than one (1) assembly per semester.

- b. The assembly shall be conducted on a day that corresponds with the Guam Department of Education (GDOE) Professional Development Days.
- c. Assembly shall be used for, but not be limited to the dissemination of information or training related to federal mandates, Board policies, Accreditation, or other relevant institutional needs.
- d. "Professional Development" as described in Article XV may be a part of the College Assembly.

F. OTHER DUTIES

- 1. No faculty member shall be required to perform custodial functions except the performance of minor housekeeping functions. The College shall ensure that rooms used by faculty are kept clean and sanitary.
- 2. At the end of each semester, faculty members will ensure that their rooms and/or offices are in an orderly fashion and that all personal and student items are removed to allow preparation for the upcoming term.
- 3. Faculty shall hold students accountable for their conduct during instructional activities or College functions on or off campus.
- 4. At the end of each class, faculty members will ensure classroom equipment and furniture remain in designated rooms in line with the Transfer of Property Procedures.

G. GENERAL PROVISIONS

- 1. Classes and office hours for all students will be conducted until the scheduled end of each semester.
- 2. The College shall establish, and the faculty shall maintain an inventory control system for the responsible distribution, use, and collection of College property entrusted to them. No faculty member will be held financially responsible for loss of College property unless negligence is proven. A faculty member will not be held financially responsible for loss of College property checked out to students if they have made reasonable effort to collect them. Faculty members will promptly report lost or stolen College property to their Dean.
- 3. Individual faculty members shall make themselves available upon request for student, department, or administrative meetings during their duty day. Faculty shall be informed of the purpose and subject of the meeting at the time of notification.
- 4. School Health Professionals
The College shall strive to ensure the availability of the School Health Counselor during the academic year.
- 5. Travel Between Work Locations, Split Work Days, and Mileage Reimbursement
 - a. If a faculty member is assigned duties as part of the faculty member's regular workload at different work locations during any work day, and such assignment requires the faculty member to use a privately-owned vehicle for transportation between such work locations, the College shall reimburse the faculty member for the round-trip mileage incurred in driving between work locations during such work day in accordance with GCC Board Policy 190.
 - b. If a faculty member is required to travel between two (2) or more worksites during any work day, adequate travel time will be scheduled as part of the duty time. Faculty shall be paid mileage for the distance between the two (2) worksites in accordance with GCC Board Policy 190.
- 6. If the Governor announces Condition of Readiness (COR) II and does not specify action(s) to be taken, and if the College President elects to close the campus:
 - i. If classes are in session, students will be dismissed. Faculty shall be dismissed upon completion of their securing and assessing duties; or
 - ii. If classes are not in session (excluding school holidays), faculty shall:

- 3) Notify their Dean that they have completed their securing responsibilities, or
 - 4) Report to their worksite and shall be dismissed upon completion of their securing duties.
 - iii. Once GCC has been cleared, faculty shall report to work during their normal duty hours to assist in post-typhoon/event damage assessment and cleanup of classrooms and offices.
 - iv. If faculty are unable to report to their worksite due to extenuating circumstances, the Dean will be notified at their earliest convenience and shall report to their worksite as soon as circumstances allow.
7. Payment
The faculty shall be paid on a twenty-one (21) pay period preference (which is the true hourly rate) or a twenty-six (26) pay period preference. Notification of preference must be made by the end of the Spring semester to be effective for the following academic year. Preference may not be changed for one (1) year.
8. Payroll
The College shall maintain an electronic payroll deposit program. Payroll errors shall be corrected by the College without undue delay. Payment shall be made within two (2) duty days following the determination of the error. Adjustments requiring a payback to the College will be made in a reasonable time as agreed.
9. Return of Materials
The faculty shall not be required, except for library inventory purposes, to turn in supplies or materials used in the performance of their duties prior to the last duty day of the semester.
10. Off-Island Travel
When a faculty member(s) travels off-island sponsored by the College, the traveler shall be entitled to compensation or reimbursement of the costs in accordance with GCC Board Policy 190.
11. Outside Employment
Faculty employment outside of the College shall be in accordance with the GCC Academic Personnel Rules and Regulations. The outside employment request must be submitted at the beginning of the academic year or as changes occur. Upon approval of the Faculty Workload Schedule, consideration for the outside employment application will be completed. Applications may be submitted at any time with the understanding that GCC employment takes precedence and there will be no conflict with the Faculty Workload Schedule.

ARTICLE XIII - PARTICIPATORY GOVERNANCE

A. PURPOSE

The intent of this Article is to establish and implement a means for providing broad participation by faculty and administrators in the decision-making processes that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the Board and the College President.

The Board and the Local agree that the faculty shall join in participatory governance of the College Committees defined in this Article.

B. GENERAL PROVISIONS

Committees at the College are composed of constituency representatives and consider matters pertaining to a designated charge or subject.

1. No other committees shall be formed by the College to conduct the same or similar functions as those committees formed by this Agreement.
2. The Financial Exigency Committee and Reduction-in-Force Committee shall be convened as outlined in Article XXI.C -Planning for Financial Exigency and Article XXI.D- Planning for a Reduction-in-Force. Faculty membership shall be by appointment of the Local President in accordance with Article III.A.2-Consultations and Negotiations.
3. Committees under the purview of the Local must identify their Chairpersons and membership for the next academic year by May 1 of each academic year.
4. The charge of these committees shall in no way be cause for interference in the normal day-to-day operations of the College.
5. In keeping with accreditation requirements, each committee shall submit a year-end report reflecting data and evidence of committee work to the Vice President for Academic Affairs/Accreditation Liaison Officer (VPAA/ALO) no later than May 1 of each academic year.
6. Faculty will not serve on Advancement-in-Rank and Professional Development Initiatives Committees consecutively or concurrently.

C. THE FACULTY SENATE

The Local and the Board recognize the desirability of a democratic governance system for Faculty in areas of academic concern. Such a governance system is implemented through a representative Faculty Senate. The Faculty Senate represents the Faculty of the College in academic and professional matters. The Faculty Senate may delegate its authority to specific Local committees or to individual faculty members for limited durations and purposes. The Faculty Senate is comprised of the Department Chairpersons. An agenda item for each meeting shall include at minimum one (1) DC responsibility (e.g., scheduling of classes, developing a strategic plan, budget, leadership responsibilities, etc.). Minutes shall be taken at every meeting and submitted to the Local President before the end of each semester.

The Department Chairpersons shall elect the President of the Faculty Senate no later than April 15 of each year. The Faculty Senate President shall serve for one (1) year. The Local President shall preside over a meeting to hold the election for the Faculty Senate President for academic year 2023-2024.

D. COMMITTEES

1. Local (Union) Committees

The following committees fall under the Local's purview either through appointment or elections and the charge, composition, and workload components are described herein:

- a. Faculty Senate
- b. Calendar Committee
- c. Resources, Planning, and Facilities Committee
- d. Negotiations Committee
- e. Advancement-in-Rank Committee
- f. Professional Development Initiatives Committee (PDIC)

Faculty Senate	
Charge	The Faculty Senate represents the College faculty in academic and professional matters. It serves to onboard new department chairs, increase communication between departments, and provide collective input from faculty in the planning and decision-making process at the College. It addresses concerns related to faculty governance and meets at least once (1) a month.
Chairperson	President will be elected from among the Faculty Senate membership for one (1) year term(s). Department Chairpersons serving for the first time are not eligible to serve as President during their first year as DC.
Composition	All Department Chairpersons
Term	Duration of DC term.
Workload	Collateral duty*

Calendar Committee	
Charge	This Committee proposes the five (5) year academic calendar based on a thorough analysis of relevant information and will include a Calendar that encompasses the work year for faculty. For secondary faculty, secondary activities will be proposed to meet institutional needs within the framework of the GCC calendar. The Calendar Committee shall confer with the Vice President for Academic Affairs (VPAA) to coordinate the GCC calendar with the Guam Department of Education (GDOE) calendar. A draft calendar shall be completed no later than March 1 to allow for review by the Faculty Senate. Comments or recommendations from the Faculty Senate shall be submitted no later than March 15 to be reviewed by the Calendar Committee. The Calendar Committee presents the proposal to the College President for concurrence and transmission to the Board via the VPAA on or before April 1. Furthermore, the Coordinator for Admissions and Registration shall publish the 5-year Academic Calendar.
Chairperson	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	Deans of each School, Coordinator for Admissions and Registration, one (1) member appointed by the VPAA, and four (4) faculty members* (two (2) postsecondary and two (2) secondary) to be appointed by the Local President.
Workload	Collateral Duty*

Resources, Planning and Facilities (RPF) Committee	
Charge	This committee reviews the Facilities Master Plan and recommends the priority of capital improvement projects for the College and those projects that have great impact on student learning outcomes (SLOs). It is the forum for discussion of any available or needed resources and facility issues or concerns. The Resources, Planning and Facilities Committee may make and forward recommendations for action to the College President. The College President may transmit recommendations to the Board for approval and further disposition.
Chairperson	Two (2) Chairpersons: Local President and Vice President for Finance & Administration.
Composition	Local President*, one (1) faculty member appointed by the Local President, Faculty Senate President*, Vice President for Finance and Administration, Facilities & Maintenance Representative, one (1) administrator appointed by the College President, and no more than an equal number of staff and student representatives.
Term	Monthly during the academic year or at the call of either Chairperson.
Workload	Collateral Duty*

Negotiations, Job Specifications, and Evaluation Committee	
Charge	The Local President and the Board will convene the Negotiations, Job Specifications, and Evaluation Committee three (3) years (Spring 2025) prior to the expiration date of this Agreement to review the Faculty Job Specifications and Faculty Evaluation process (see Appendix A, B, and C) as needed. The committee will prepare a written recommendation to the Board who shall act upon the recommendations to be effective the following Fall semester (Fall 2026). Two (2) years (Fall 2027) prior to the expiration date of this Agreement (Fall 2029), the Negotiations, Job Specifications, and Evaluation Committee will convene to review the entire Agreement.
Chairperson	Co-Chaired by the Chief Negotiators of both Parties
Composition	The composition shall be six (6) to eight (8) members per team as selected by the Local President and Chair of the Board of Trustees.
Support	Administrative support provided by the College.
Workload	Membership on committee is part of the faculty workload for the semester the Committee is in session. A) For postsecondary instructional faculty: instructional hours reduced by 45 instructional hours per semester. B) For non-instructional faculty: participation to be reflected in faculty workload. C) For secondary instructional faculty and Department Chairpersons: participation to be reflected as an overload.

Advancement-in-Rank Committee	
Charge	Refer to Article XIV-Advancement-in-Rank.
Chairperson	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	The Advancement-in-Rank Committee shall be elected by the Local dues paying members of the Bargaining Unit and consist of six (6) elected faculty members who, at the time of the election, hold the rank of Assistant Professor or higher, have been employed by the College for a minimum of three (3) years, and are dues paying members of the Local. No department may have more than one (1) faculty member serving on the committee at any time.
Term	A term is defined as two (2) years.
Workload	A) For postsecondary instructional faculty: instructional hours reduced by 45 hours per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty workload or release. C) For secondary instructional faculty and Department Chairpersons: participation to be reflected as an overload.

Professional Development Initiative Committee (PDIC)	
Charge	Refer to Article XV-Professional Development Initiatives. Plan and organize professional development activities, mentorship, and training for faculty. This includes initiating, planning, and facilitating said trainings to include the mandatory professional development that will occur in the Spring semester (previously College Assembly).
Chairperson	Chairperson to be elected from among the membership.
Composition	The PDIC shall be elected by the Local dues paying members of the Bargaining Unit and consists of four (4) elected faculty members, who at the time of the election, hold the rank of Instructor or higher, have been employed by the College for a minimum of three (3) years, and are dues paying members of the Local. It is preferred that membership will include representation from each of the following: secondary, postsecondary, including CTE and GenEd, and non-instructional faculty. No department may have more than one (1) faculty member serving on the committee at any time.
Term	A term is defined as two (2) years.
Workload	A) For postsecondary instructional faculty: instructional hours reduced by 45hours per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty workload or release. C) For secondary instructional faculty and Department Chairpersons: participation to be reflected as an overload.

2. Institutional Committees:

To meet accreditation standards addressing participatory governance by faculty, various committees will be established by the Vice President for Academic Affairs/Accreditation Liaison Officer (VPAA/ALO) to meet institutional needs that impact student learning. Membership in these committees will be voluntary and in response to the call for participation prior to the start of a new academic year. Services provided will be in accordance with Human Resources (HR) procedures. These committees will not be a part of the regular faculty workload.

ARTICLE XIV - ADVANCEMENT-IN-RANK

A. INTENT

The intent of this Article is to guarantee recognition for excellence in teaching or other service and other endeavors that promote quality in the programs of the College. This committee supports faculty in their efforts to meet all applicable deadlines for advancement.

B. GENERAL PROVISIONS

Faculty Advancement-in-Rank is based on merit in accordance with applicable laws, GCC Personnel Rules and Regulations, and Board policies. In general, the Advancement-in-Rank recognizes the level of the faculty member's contributions to the Mission of the College and are based on demonstrated professional competence. Advancement-in-Rank is recognized as past achievement and future potential of individual faculty by their peers. Advancement-in-Rank is a sign of confidence that the individual faculty is capable of even greater accomplishments and of assuming greater responsibilities. The purpose of Advancement-in-Rank is to ensure promotions are made objectively, equitably, impartially, and consistently with the following:

1. Faculty who have completed their probationary period may apply for Advancement-in-Rank in the following manner:
 - a. The faculty member must, if applying for Advancement-in-Rank, on or before April 1 of any year, request in writing a Certificate of Eligibility for Advancement-in-Rank (Appendix G) from the Chief Human Resources Officer.
 - b. The faculty member, if applying for Advancement-in-Rank, must comply and have completed all the provisions of the Advancement-in-Rank Procedure at the time of application.
 - c. On or before May 1 of the same year, the Chief Human Resources Officer will respond to each such request for a Certificate of Eligibility for Advancement-in-Rank. The Certificate of Eligibility is valid for one (1) year.
 - d. The effective date of any Advancement-in-Rank shall be the first (1st) day of the following academic year; the effective date for pay consistent with that rank shall be October 1.
2. The faculty member must meet and satisfy all the requirements of the procedures outlined in Section C of this Article, effective October 1 of the year in which the application is being made for any Advancement-in-Rank initiated in that academic year.
3. Experience and criteria for Advancement-in-Rank met during the application year shall be considered and used for the subsequent Advancement-in-Rank application, if applicable.
4. The College President approves or disapproves the application for Advancement-in-Rank, taking into account the recommendation of the Dean and Vice President for Academic Affairs for ranks up to and including Instructor.
5. For professorial ranks, the applicant shall:
 - a. Meet the minimum experience and training requirements as stated in the Appendix A-Faculty Job Specifications for Advancement-in-Rank, and
 - b. Comply with the provisions of the Advancement-in-Rank Procedure and meet the Advancement-in-Rank Criteria described in this Agreement.
6. Advancement-in-Rank to professorial ranks shall only be made with a recommendation for approval of the Advancement-in-Rank Committee. When Advancement-in-Rank is not recommended by the Committee, the recommendation is not subject to appeal.
7. The President's decision for Advancement-in-Rank is final.

C. ADVANCEMENT-IN-RANK PROCEDURE

Faculty who apply for Advancement-in-Rank to professorial ranks shall use adopted Advancement-in-Rank forms and shall adhere to the following Advancement-in-Rank Procedure. An Application for Advancement-in-Rank consists of a Letter of Intent, a Certificate of Eligibility for Advancement-in-Rank, a resume, and a portfolio. Letters of Recommendation and testimony received by the Advancement-in-Rank Committee are supplementary to the application.

1. The Applicant shall:
 - a. On or before April 1, submit a written request for a Certificate of Eligibility for Advancement-in-Rank from the Chief Human Resources Officer. Said Certificate will indicate whether or not the faculty member has met, by October 1 of the year in which the application is being made, the minimum requirements for the rank sought as stated in Appendix A-Faculty Job Specification.
 - b. Grant access to personnel records to the Chairperson of the Advancement-in-Rank Committee.
 - c. Obtain adopted forms from the Chief Human Resources Officer.
 - d. Request in writing Letters of Recommendation from their colleagues and others.
 - e. On or before October 1, submit their Letter of Intent, Certificate of Eligibility, and resume to the Chairperson of the Advancement-in-Rank Committee or their designee and a copy of them to their Dean.
 - f. Request Letters of Recommendation from persons listed in the Letter of Intent. These letters shall be sent directly to the Chairperson of the Advancement-in-Rank Committee by November 30.
 - g. On or before November 15, submit a complete portfolio (See Appendix E-Portfolio Template) to the Chairperson of the Advancement-in-Rank Committee or their designee. The portfolio shall describe and document the major endeavors constituting the basis for Advancement-in-Rank.
 - a) Criterion (1) and (2) below are required for all applicants:
 - (1) Demonstrate sustained excellence in teaching or other services in carrying out their duties and responsibilities.
 - (2) Show evidence of professional development.
 - b) Those applying for Assistant Professor must choose one additional criterion from (3), (4), or (5) below; those applying for Associate Professor must choose two from (3), (4), or (5) below; and, those applying for Professor must meet all three (3), (4), and (5) below:
 - (3) Chairing and/or maintaining programs/departments, committees, significant institutional events, or similar activities.
 - (4) Being a mentor and/or serving as a model.
 - (5) Make significant professional contributions in community service which are relevant to the mission of the College.
 - h. On or before December 15, if desired, submit written rebuttals to testimony received by the Advancement-in-Rank Committee.
 - i. Submit additional documentation, within time limits specified in the Committee's request, to the Committee but no later than three (3) duty days after the interview.
 - j. Be interviewed by the Committee.
 - k. Applicants may withdraw their application any time prior to January 15.
 - l. On or before January 31, receive the Committee's recommendation.
 - m. On or before February 28, receive the College President's notice of approval or disapproval of Advancement-in-Rank. All notices of disapproval shall specify the reason(s) for disapproval. The College President shall send copies of all notices to

- the Chief Human Resources Officer, the Chairperson of the Advancement-in-Rank Committee, and to the applicant's Dean.
- n. After March 1, if they so desire, meet with the Advancement-in-Rank Committee to discuss reasons for denial.
 - o. Request the return of their portfolio no sooner than three (3) years from the effective date of their Advancement-in-Rank. (Portfolios may be destroyed by the Chief Human Resources Officer after four (4) years from the effective date of the Advancement-in-Rank.)
2. The members of the Advancement-in-Rank Committee shall:
 - a. Meet no later than September 1 and elect a Chairperson Elect.
 - b. On or before September 1, examine the previous Committee's Annual Report, consider its recommendations, and adopt Internal Operating Procedures and a Code of Ethics for the Advancement-in-Rank Committee.
 - c. Study each portfolio and read each Letter of Recommendation and all testimony received.
 - d. Interview each applicant and arrange the interviews.
 - e. On or before January 31, deliberate on and vote to approve or disapprove each application for Advancement-in-Rank and notify, on January 31, each applicant of its decision. A majority vote is required for recommendation for approval with a minimum of four (4) votes. A no-vote will require the application be forwarded to the College President.
 - f. After March 1, upon request, meet with applicants whose applications for Advancement-in-Rank were not recommended to discuss reasons for disapproval and ways to strengthen their next application.
 - g. Arrange for the distribution of promotions information to the faculty at the beginning of the next academic year.
 3. The Advancement-in-Rank Committee Chairperson or designee shall:
 - a. On or before October 1:
Receive a Letter of Intent, Certificate of Eligibility, and resume from each faculty member applying for Advancement-in-Rank to a professorial rank and provide a copy of the Committee's Internal Operating Procedures and Code of Ethics to each applicant for Advancement-in-Rank to a professorial rank.
 - b. On or before November 15, receive a portfolio from each applicant.
 - c. On or before November 22 the Chairperson of the Committee shall review the portfolio for completeness and ensure that it meets all the requirements for the rank being applied for. If the application is found to be incomplete, the Chairperson shall return the portfolio and the applicant shall not be considered.
 - d. Receive letters of recommendations from applicants' colleagues and others.
 - e. At the direction of the Committee, secure additional information pertaining to each applicant's professional performance.
 - f. Within three (3) duty days of November 15:
 - (1) Announce names of applicants and the ranks for which they have applied, and
 - (2) Invite written testimony to be submitted by November 30 from faculty, staff, and students on the merits of each applicant.
 - g. Notify each applicant for whom testimony is received, provide access to such testimony, and accept the applicant's written rebuttals by December 15.
 - h. On or before February 15, submit the Committee's written report to the College President and forward each application and supporting documents to the College President's Office. The report shall contain a written justification for recommendation for approval or disapproval of each application for Advancement-in-Rank. For any

application disapproved, return to the applicant their portfolio and any Letters of Recommendation received.

- i. On or before March 31, submit the Committee's Annual Report to the College President and a copy to the Local President. The Annual Report shall include a summary of the Committee's activities, an evaluation of its Internal Operating Procedures and Code of Ethics and recommendations for procedural change.
 - j. Transfer Advancement-in-Rank Committee files to the newly elected Chairperson of the Committee.
4. The College President shall:
- a. Approve or disapprove and notify each applicant by February 28, taking into consideration recommendations of the Advancement-in-Rank Committee, consistent with the provisions of the Advancement-in-Rank Procedure.
 - b. Forward each Advancement-in-Rank packet (portfolio, etc.) and a copy of their decision to the Chief Human Resources Officer.
 - c. In the event of a disapproval, the President shall meet with the faculty and the Committee Chairperson (at the request of the faculty).

D. MINIMUM QUALIFICATIONS FOR RANK

Minimum qualifications for rank Illustrative Examples of Work, are as listed in Appendix A-Faculty Job Specifications.

ARTICLE XV - PROFESSIONAL DEVELOPMENT INITIATIVES

A. PROFESSIONAL DEVELOPMENT INITIATIVES COMMITTEE (PDIC) OVERVIEW

1. Charge

The PDIC shall plan, develop, and implement professional development initiatives that contribute to faculty growth. Such initiatives may include: workshops, mentoring, faculty forums, individual /departmental professional development activities, credentialing, and pursuit of academic credits, etc. To meet this responsibility, the PDIC shall:

- a. respond to institutional professional development priorities, including academic advisement;
- b. encourage and promote ways and means by which faculty may develop their professional skills;
- c. lead and promote a mentorship program among faculty;
- d. keep a record of all faculty professional development initiatives.

2. General Provisions

- a. Members shall begin their term of office on the last day of the Spring semester and complete their term of service on the last day of the next Spring semester.
- b. Prior to September 15, the PDIC shall meet with the Vice President for Academic Affairs to discuss institutional priorities as they are aligned with faculty needs for professional development initiatives and the Vice President for Finance and Administration. Discussion should include the establishment of procedural or processing timelines.
- c. The PDIC shall provide a mid-term written report to the College President via the Vice President for Academic Affairs no later than the last duty day of the Fall semester. This mid-term report shall include information on the plans, activities, and outcomes of the committee. Before the end of the Spring semester, the PDIC shall also submit the end-of-the-year report to the College President via the Vice President for Academic Affairs with a copy to the Faculty Senate President and Local President. The end-of-the-year report shall include a summary of the PDIC's activities, an evaluation of its Internal Operating Procedures and recommendations for procedural change, if any.

3. For the Faculty Professional Development Day (previously Spring Semester College Assembly):

- a. The PDIC, in communication with the Local President, shall hold a faculty professional development day each spring semester of the academic year at which all faculty members shall be present. The Professional Development Day will end by 4 p.m.
- b. The Local President will meet with the VPAA by September 30th to determine the date of the Spring Faculty Professional Development Day and to discuss the inclusion of any mandatory GCC trainings that cannot be completed in the Fall semester.
- c. The date shall be announced at least ten (10) days in advance. The agenda shall be published and made available three (3) days prior to the meeting.
- d. The PDIC may use any combination of seminars, workshops, break-out sessions or online trainings/professional certifications along with speakers, presenters, and/or facilitators. Individual faculty members, and members of other committees, Local or Institutional, can present or facilitate sessions at the request of the PDIC. Professional development may include a range of topics such as: practices in CTE/instruction, learning styles, engagement, teamwork training, academic advisement, grant writing, evaluation/advancement, etc. Faculty can be surveyed to assist in planning. A theme may be chosen.
- e. The GCC Local will hold a meeting at the end of the day.

ARTICLE XVI - PERFORMANCE APPRAISAL

Definitions: Evaluator: Any Administrator assigned to observe and evaluate faculty.

Evaluation Period: The Fall and Spring semesters as specified in the academic year calendar. It may also include the period after the faculty's evaluation and prior to the upcoming Fall semester.

A. PURPOSE

An on-going, effective, and systematic faculty performance appraisal process that focuses on the objectives in the order listed below:

1. To improve the quality of services rendered to the College by its faculty members through:
 - a. Discussion and mutual understanding between the evaluator and faculty member of the objectives and expectancies to be achieved;
 - b. Identification of the faculty member's strengths and weaknesses, and making plans to strengthen weaknesses and build on strengths;
 - c. Measuring improvements of the faculty member's performance on a given job; and
 - d. Identifying the faculty member's special abilities and potential, and utilizing them to the mutual benefit of the faculty member and the College.
2. To improve work skills of faculty members through professional development programs by:
 - a. Determining what professional development training programs are needed;
 - b. Evaluating the effectiveness of said training programs, and making changes or replacements as may be necessary; and
 - c. Providing feedback to faculty members, informing them of how they are doing and suggesting modifications of work performance as needed.
3. To improve resource data for making personnel decisions related to:
 - a. Salary adjustments (subject to funding availability and/or legislative action)
 - b. Advancement-in-Rank
 - c. Sabbatical Leave
 - d. Transfer
 - e. Layoff
 - f. Adverse action

B. PERFORMANCE TO BE APPRAISED

1. Duties and Responsibilities
The Faculty Job Specifications (Appendix A) identifies duties and responsibilities unique to faculty. These duties and responsibilities are listed under "Nature of Work in This Class" and "Illustrative Examples of Work" contained in the Faculty Job Specifications and as specifically cited in the job specifications of the rank occupied by the faculty member. Any duty or responsibility to be evaluated shall be consistent with the Faculty Job Specifications. Department Chairpersons' duties and responsibilities are reflected in Article VI-Departments.
2. Instrument to Be Used
The Faculty Evaluation Plan (Percentage Forms) (Appendix C) and the Faculty Evaluation Rubrics (Appendix B) identify general performance criteria for performing the duties and meeting the responsibilities detailed in the Faculty Job Specifications (Appendix A).

In completing the appropriate forms above, the evaluator shall take into consideration the Record of Classroom Observation (Appendix C) for instructional faculty, the

Improvement Needed Plan (INP) Form (Appendix C), and other documentation pertaining to work performance. The percentages on the form shall be formalized no later than the last duty day in September for each academic year. However, if any changes in any of the agreed upon percentages are desired, it is recommended that the faculty member communicate with the evaluator at the earliest reasonable opportunity and no later than the last duty day in February.

Activities to Be Evaluated

Adjunct, Special Projects, and any activities outside a regular full-time assignment for which additional compensation is received, shall not be considered for evaluation.

3. Presentation of Evidence

Evidence, inclusive of the reflection narrative, shall be presented in a binder that shall contain documentation appropriate to the level of evaluation the faculty is seeking. There shall be only one (1) binder used for this purpose.

C. WORK PERFORMANCE APPRAISAL

1. Work Progress Review

- a. The evaluator should meet with the faculty member during the first three (3) months of the evaluation period. This meeting will provide an opportunity to find out how the faculty member is progressing and to solve any concerns in line with Article IV- Faculty Rights to Academic Freedom. This endeavor should be a joint effort of the faculty member and the evaluator working together to achieve the desired results.
- b. Work progress reviews may be held periodically. The frequency of these progress reviews will vary from one individual to another, depending on concerns encountered and individual needs. Ideally, however, progress reviews should be held every three months. Discussions held during the progress review sessions are not to be considered formal performance appraisal.

2. Record of Classroom Observation

Evaluators shall conduct a minimum of one (1) informal classroom observation per semester for each assigned faculty and provide written feedback within one (1) week. A subsequent observation may be conducted by the evaluator at the request of the faculty.

3. Annual Performance Appraisal/Evaluation Period

- a. The annual performance appraisal shall be held no later than one (1) month before the end of the academic year for postsecondary faculty and no later than one (1) month before the end of the school year for secondary faculty (as described in section D of this Article). Other arrangements may be made ahead of the established deadline for extenuating circumstances or other reasons as mutually agreed upon.
- b. Evaluation in Special Situations
 - (1) A permanent faculty member may elect to be evaluated or not to be evaluated for work performed in a detail assignment, provided the detail assignment is at least two (2) consecutive months. The faculty member may elect to include said evaluation in the overall annual performance evaluation.
 - (2) A permanent faculty member who serves under more than one (1) evaluator during an evaluation period shall be entitled to receive an evaluation from each evaluator under whom the faculty member serves at least two (2) months. The evaluations shall be a weighted average of such evaluations and shall constitute the faculty member's final evaluation. If the evaluator fails to conduct an evaluation, the faculty member shall be presumed to have rendered no less than "strong" for service under said evaluator.
 - (3) If the evaluator fails to conduct an evaluation, the faculty member may request to reschedule their evaluation or be assigned an alternate evaluator.

- (4) If the faculty fails to attend their evaluation meeting, the faculty member shall render no more than a "satisfactory" rating.
 - (5) A permanent faculty member on approved leave of absence for no less than fifty percent (50%) of the academic year may earn no higher than a "strong" evaluation rating.
 - (6) A permanent faculty member on approved leave of absence for seventy five percent (75%) or more of the entire academic year may earn no higher than a "satisfactory" evaluation rating.
 - (7) A faculty member on military leave for portions of the academic year shall be covered under the provisions of prevailing federal law; subject to review.
4. Guidelines for Evaluators
- The College shall ensure that evaluators are trained on what they are to evaluate and how they are to evaluate. Reasonable effort will be made to ensure that faculty and evaluators thoroughly understand the performance appraisal system.
- a. All permanent faculty are to be evaluated as Satisfactory, Strong, Stellar, Exceptional or Needs Improvement using the appropriate Faculty Evaluation Plan (Percentage Form) (Appendix C) and Faculty Evaluation Rubric (Appendix B).
 - b. Evaluators should establish a system for keeping written records of direct observations, reports from other employees or administrators, and any information related to the work performance of faculty members. These records should include dates, times, places, persons involved, descriptions of behavior involved, and other specific data for future reference. Both positive and negative information should be recorded and the faculty member shall be informed of this information within a reasonable amount of time (See section C of this Article). The evaluator's written record should be the basis for the annual evaluation in addition to evidence presented in the binder. This written record, within thirty (30) days of the completion of the appropriate Faculty Evaluation Plan (Percentage Form) (Appendix C) shall either be destroyed or made part of the official personnel file, except in cases where the annual evaluation result is "Needs Improvement" or a grievance of the performance appraisal process is filed.

D. PERFORMANCE EVALUATION REVIEW

The evaluator must set a specific time and place to meet with the faculty member to discuss the evaluation given to the faculty member on the appropriate Faculty Evaluation Plan (Percentage Form) (Appendix C).

1. The faculty member should be given the opportunity to discuss freely and make comments on the evaluation given by the evaluator.
2. The evaluator and the faculty member should concentrate on working together to improve performance in the future. Any action to be taken by the evaluator as a result of or relating to the evaluation must be made known to the faculty member at the conclusion of this meeting.
3. The Faculty Evaluation Plan (Percentage Form) (Appendix C) must be signed by both the evaluator and the faculty member. If the faculty member disagrees, in whole or in part, with the evaluation results, they are free to note their specific disagreement on the evaluation form at that time.
4. The faculty member will have three (3) duty days to provide additional evidence.
5. The affected faculty member has the right to file a grievance if they allege incorrect application of the evaluation procedure or if the faculty member alleges that the evaluation was arbitrary, capricious, or under other circumstances which reflect bad faith on the part of the evaluator.

E. CRITERIA FOR EVALUATIONS

1. Faculty will be evaluated based on their classification and criteria defined in the Faculty Evaluation Plan (Percentage Form) (Appendix C) and the Faculty Evaluation Rubrics (Appendix B). Faculty will receive an evaluation of one (1) of the following:
 - Satisfactory
 - Strong
 - Stellar
 - Exceptional
 - Needs Improvement

Evidence to verify work performance shall be compiled and presented in a portfolio format.

2. The Total Evaluation Score will be determined by applying the score for each section in the Faculty Evaluation Plan (Percentage Form) (Appendix C) to its respective percentage chosen by the faculty member and approved by the evaluator, totaled and entered.
3. Any adverse action received during the Annual Performance Appraisal/Evaluation Period will result in a reduction of one (1) level from the Total Evaluation (i.e., a level of Strong will be reduced to a level of Satisfactory).

F. PERFORMANCE IMPROVEMENT PLAN

1. As a result of an overall evaluation of "Needs Improvement," the faculty member and the evaluator will jointly develop a written Improvement Needed Plan (INP) (Appendix C) within thirty (30) duty days. This plan shall specify the actions and responsibilities for each party to be undertaken to bring about such improvements or performance necessary to achieve a rating of satisfactory. The plan shall identify a timeline for achieving satisfactory performance and dates for review and re-appraisal. Failure on the part of the faculty member to improve such performance to a satisfactory level shall cause a second rating of "Needs Improvement" to be assigned at the time of re-appraisal.
2. If the faculty member perceives that improvement of their performance would be significantly impaired by the evaluator/faculty relationship, the faculty member may provide justification and request that an alternative evaluator be appointed by the Vice President for Academic Affairs for the purpose of planning and implementing activities to improve performances.
3. In the event a faculty member, whose appraisal indicates "Needs Improvement" refuses to work with either the evaluator or an alternate to develop a performance improvement plan, the evaluator shall proceed to adverse action procedures, citing the reasons for doing so.
4. It is the faculty member's right to file a grievance if they allege unreasonable requirements in the performance improvement plan.
5. If the faculty has been placed on disapproved leave without pay, the effective date of the salary adjustment shall be extended by that same number of days.

ARTICLE XVII - FACULTY CLASSIFICATION

This Classification is used to hire, promote, transfer, and assign fulltime faculty. Refer to the GCC Academic Personnel Rules and Regulations.

A. CLASSIFICATION PROCEDURES

The Classification Procedures, that is, the steps used in classifying faculty at the College, include:

1. The applicant ensures that their complete application is on file with the Chief Human Resources Officer.
2. The Chief Human Resources Officer compares an applicant's qualifications to the minimum qualifications for faculty ranks, as described in the "Faculty Job Specifications," using the following conventions:

Degrees must have been earned at accredited or recognized American or foreign colleges and universities.

An accredited college or university is one which is included in the Accredited Institutions of Postsecondary Education published annually by the American Council on Education and recognized by the U.S. Department of Education.

A recognized college or university is one whose diplomas are accepted as a basis for advanced placement and/or admission to graduate studies at an accredited American college or university (i.e., Guam Community College, University of Guam).

B. RANK QUALIFICATION AND/OR STEP PLACEMENT

All teaching and/or technical experience to be credited for rank qualification and/or step placement purposes must meet all of the following criteria:

1. Experience must have been acquired after 16 years of age and above the trainee level in the area of expertise.
2. Experience must be verifiable; that is, a faculty member may be required to obtain written verification of prior teaching and/or technical experience upon the request of the College.
3. At least fifty percent (50%) of any teaching and/or technical experience must be within the last ten (10) years.
4. Prior experience, if rated, must be rated as satisfactory (e.g., satisfactory, strong, stellar, exceptional) or its equivalent.

C. YEARS OF TEACHING AND/OR TECHNICAL EXPERIENCE

Years of teaching and/or technical experience directly related to a faculty member's primary teaching field(s) (i.e., the faculty member's "area(s) of specialty") will be credited for rank qualification and step placement on a one (1) year of experience to one (1) year of credit basis.

Years of teaching and/or technical experience in related fields will be credited for rank qualification and step placement on a two (2) years of experience to one (1) year of credit basis.

For any one (1) calendar year, no more than one (1) year of teaching experience and no more than one (1) year of technical experience may be credited for rank qualification or step placement purposes. Years of teaching experience and years of technical experience, both acquired within a single calendar year, may both be credited for rank qualification and step placement purposes.

Career Technical Education shop teaching experience directly related to the faculty member's primary teaching assignment may be counted as either teaching experience or related technical experience for rank qualification purposes.

D. TEACHING EXPERIENCE

1. Teaching experience is defined as prior experience at the secondary and/or postsecondary level directly related to the faculty member's primary teaching assignment or related fields and that was gained in a public or private school setting.
2. Teaching experience is defined to include professional work experience of Counselors, Librarians, School Health Counselors, Work Experience Coordinators, and other professional non-teaching faculty that was gained in a public or private school setting.
3. No teaching experience will be credited for rank qualification purposes at the Associate Professor level and above if the faculty member has been inactive in teaching for a period of five (5) or more years immediately preceding their date of employment at the College.

E. TECHNICAL EXPERIENCE

1. Technical experience is defined as prior work experience that is directly related to the faculty member's primary teaching assignment or related fields.
2. No technical experience will be credited for rank qualification purposes at the Associate Professor level and above if the faculty member has been inactive in the technical field for a period of five (5) or more years immediately preceding their date of employment at the College.

F. PAY RANGE ASSIGNMENT

Pay range assignment will be determined by the rank assigned to the faculty applicant.

G. PLACEMENT ON A HIGHER SALARY RANGE (RECLASSIFICATION)

Placement on a higher salary range, as a result of reclassification or promotion, shall be made on a "step-to-step" basis. This means that a faculty member will be assigned to the same step in the higher range as they were assigned to in the lower range (Board Policy 425).

H. PLACEMENT ON A HIGHER SALARY RANGE (PROMOTION)

Placement on a higher salary range, as a result of promotion, shall be independent of the salary increment "waiting period" provision and does not affect the salary increment anniversary date.

LICENSES OR CREDENTIALS

Faculty who possess (or acquire) a professional certification, as indicated in the Faculty Job Specifications (Appendix A), will be recognized in the faculty performance evaluation if it is not a minimum requirement for their job.

Recognition of licenses or credentials to be accepted for hiring and promotions shall be determined by the Chief Human Resources Officer, the Dean, and the Department Chairperson, with guidance or feedback from the Advisory Committee.

ARTICLE XVIII – LEAVE

A. DEFINITIONS

1. Leave Year - The period from the beginning of the first (1st) full pay period of the academic year to the beginning of the first (1st) full pay period of the following academic year.
2. Immediate Family - As used in this Agreement with respect to leave, immediate family is defined as the employee's spouse, common-law co-habitants, mother, father, grandparents, guardian, children, sister, brother, mother-in-law, father-in-law, step and adoptive parents/children/grandchildren, wards, foster children, and In-Loco Parentis.

B. SICK LEAVE

1. Purposes for Which Allowed
Sick leave may be used when the faculty member:
 - a. Is incapable of performing duties because of sickness, injury, or confinement for childbirth.
 - b. Receives a medical, dental, or optical examination or treatment or for any mental examination, counseling, or treatment.
 - c. Has, or has been exposed to, a contagious disease that would jeopardize the health of others by their presence at the worksite.
 - d. Has a member of their immediate family who has a serious medical condition. Up to the time allotted under the Family and Medical Leave Act (FMLA) or by law.
 - e. Has a sick child who requires the care of the parent or legal guardian. Six (6) days may be allowed for this purpose which are in addition to the number of days authorized in B.1.d above.
 - f. Has a member of the immediate family whose death has occurred off-island. The faculty member may be granted sick leave as identified in section D.3.d of this Article.
2. Accrual
All full-time faculty members shall accrue sick leave at the rate of four (4) hours for each biweekly pay period in which they are on full pay status for the entire ten (10) days; otherwise, there shall be no accrual for that period. A faculty member on full pay status for the entire year accrues one hundred four (104) hours or thirteen (13) days.

For the purpose of this section, all full-time faculty members shall be deemed to be employed on the same two thousand eighty (2080) hour year as other permanent positions in the government even though faculty members may be paid in accordance with a different payroll system. Therefore, faculty members shall accrue thirteen (13) days sick leave per duty (academic) year if they are on full pay status for the entire duty year, notwithstanding the fact that the academic year ends prior to the completion of the leave year.

3. Carry Over
Sick leave may be accumulated and carried over to succeeding leave years without limitation. Sick leave accrued for service with Guam Community College and other Government of Guam agencies is vested in the faculty member and shall remain vested while such faculty member is employed by the Government. Sick leave accrued and unused at the time of separation from Government of Guam service shall be restored to the faculty member's credit if that faculty member returns to Government of Guam service.

4. Certification

A faculty member shall be required to furnish certification by a licensed physician or other evidence acceptable by the Dean for any of the following requests for use of sick leave:

- a. Personal illness, injury, medical condition, or quarantine due to their own or another's illness of four (4) or more consecutive days.
- b. Serious medical condition of a member of the immediate family, B.1.d of this Article.
- c. Personal illness requiring use of advance sick leave, B.7.d of this Article.
- d. Personal illness, injury, medical condition, or quarantine due to his or her own or another's illness during the first and/or last week of the semester.
- e. Request for any additional leave for childbirth purposes over the leave provided under the pregnancy and/or parental leave.
- f. Where a faculty member's pattern of use of sick leave indicates a possible misuse of sick leave, the Dean may require that all future absences of the faculty member due to illness be supported by a medical certificate or other evidence acceptable by the Dean (except for Maintenance Purposes/Services), provided that the faculty member is so notified in advance, in writing, of this requirement.
- g. Leave due to illness for an extended period when such leave is without pay.
- h. If the required certification or other evidence acceptable by the Dean is not furnished, all absences which would have been covered by such documentation shall be charged to leave without pay until such documentation is furnished. The required documentation shall be furnished no later than the pay period following the one in which the absence in question occurred.

5. Special Certification

The College may request a physical, medical, or psychological examination at the College's expense to determine the ability of the faculty member to return to normal duties.

6. Notification of Intent to Use

The faculty member must make every effort to give as much advance notice as possible of intent to use sick leave, preferably at least one (1) day in advance. See also: Articles IX.D and XII.D-Faculty Absences.

7. Special Provisions

- a. For secondary and non-instructional faculty, when absent for an entire duty day, the faculty shall be charged eight (8) hours of leave. When absent for less than an entire duty day, leave shall be charged in increments of one (1) hour blocks.
- b. For postsecondary instructional faculty, when absent for an entire duty day, the faculty shall be charged eight (8) hours of leave based on the Academic Calendar. When absent for less than an entire duty day, faculty shall be charged leave in increments of two (2) hour blocks or with the approval of the Dean, make-up the missed hour(s).
- c. Sick leave with pay may be allowed during leave of absence or personal leave, provided, however, that any sick leave taken while on personal leave must be supported by a certificate issued by a licensed physician or other evidence acceptable by the Dean. No faculty member shall be allowed to undertake gainful employment while on sick leave status.
- d. Advanced sick leave up to eighty (80) hours may be granted by the College President.
If a faculty member is separated from the College without having earned all of the sick leave granted in advance, salary for the period of unearned sick leave allowed and taken shall be collected.

- e. Permanent faculty members may participate in the Government of Guam Leave Sharing Program.
- f. Falsification of an illness or medical condition report shall be considered sufficient cause for adverse action, including dismissal from the service of the College.
- g. Title 4 GCA, Chapter 7 allows payment of accrued sick leave to the faculty member's beneficiary upon their death.
- h. Any faculty who ends employment with the College will not receive payment for sick leave accrued, except as provided by law.

C. PREGNANCY RELATED MEDICAL LEAVE AND PARENTAL LEAVE

Pursuant to Title 4 GCA, Chapter 4 (Public Law 33-141): Pregnancy Related Medical Leave and Parental Leave (formerly Maternity/Paternity Leave)

1. Pregnancy Related Medical Leave

- a. Pregnancy related medical leave shall be granted to an eligible female faculty as a result of pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. Pregnancy related medical leave shall consist of paid administrative leave not to exceed ten (10) duty days, encompassing the date of childbirth.
- b. Use of Additional Leave Subsequent to Pregnancy Related Medical Leave- Subsequent to the use of paid administrative pregnancy related medical leave, an eligible female faculty is permitted to take additional leave that, in combination with pregnancy related medical leave, does not exceed a total of one hundred thirty (130) duty days of total leave surrounding childbirth. After pregnancy related medical leave is exhausted, female faculty shall then use parental leave, sick leave, personal leave, and leave without pay, in that order. If female faculty have exhausted all of the previously stated forms of leave, they may then use any donated sick leave obtained through the Leave Sharing Program.
- c. Approval of Pregnancy Related Medical Leave and Additional Leave Surrounding Childbirth- Leave surrounding childbirth that is requested in excess of one hundred thirty (130) duty days may be approved on a case-by-case basis at the discretion of the College President.
- d. Eligible Female Faculty on a Probationary Status- Eligible female faculty who take pregnancy related medical leave and additional leave surrounding the birth of a child(ren) while on probationary status, will have their probationary status increased by the number of duty days they missed during the leave period.
- e. Notice of Foreseeable Leave- Female faculty have the responsibility to provide the Dean no less than ninety (90) days notification of intent to use pregnancy related medical leave and additional leave surrounding birth of a child(ren). If less than ninety (90) days is available, then notice shall be given as soon as is reasonable and practical.
- f. A female faculty who gives birth to multiple children at the same time is granted the same amount of pregnancy related medical leave as a female faculty who gives birth to a single child. Pregnancy related medical leave is not cumulative; and parental leave cannot be sold or donated to other employees.
- g. Employment and Benefits Protection- Except for workforce reduction situations, female faculty taking paid leave shall be restored to the same or equivalent position held prior to the leave, or restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. There shall be no loss of employment benefits accrued prior to leave, except for paid administrative leave expended.

ARTICLE XVIII – LEAVE

Initials:  
VCT SEB
2023

- h. Notification to Eligible Female Faculty-
Written notice by the College President setting forth female faculty rights and responsibilities under the statute is required at the time of hire.
2. Parental Leave
- a. Parental leave shall be granted to an eligible faculty occupying a permanent position upon the birth of his or her child(ren) or the adoption of a child(ren) five (5) years old or younger. Such parental leave shall consist of paid administrative leave not to exceed twenty (20) duty days, encompassing the date of childbirth or adoption of a child(ren) five (5) years old or younger. In the event that a faculty is also eligible for pregnancy related medical leave, that form of paid administrative leave will be used immediately prior to parental leave. In that situation, the result may be that parental leave begins as late as ten (10) duty days after the birth of the child, and does not encompass the birth date.
- b. Use of Additional Leave Subsequent to Paid Administrative Parental Leave-
Subsequent to the use of parental leave, an eligible faculty is permitted to take additional leave that, in combination with paid administrative leave, does not exceed a total of one hundred thirty (130) duty days of total leave surrounding the birth or adoption of his or her child(ren). After parental leave is exhausted, faculty shall then use sick leave, personal leave, and leave without pay, in that order. If faculty have exhausted all of the previously stated forms of leave, they may then use any donated sick leave obtained through the Leave Sharing Program.
- c. Approval of Parental Leave and Additional Leave Surrounding the Birth or Adoption of a Child-
The College shall approve up to one hundred thirty (130) total duty days of leave, comprised from the various leave sources as listed and pursuant to the order provided in subsection C.1.c. of this Article. Leave surrounding childbirth or adoption requested in excess of one hundred thirty (130) duty days may be approved on a case-by-case basis at the discretion of the College President.
- d. Eligible Faculty on a Probationary Status-
Eligible faculty who take parental leave and additional leave surrounding the birth or adoption of their child(ren), while on a probationary status, will have their probationary status increased by the number of duty days they missed during the leave period.
- e. Notice of Foreseeable Leave-
Faculty have the responsibility to provide the Dean no less than ninety (90) days notification of intent to use paid parental leave and additional leave surrounding the birth or adoption of their child(ren). If less than ninety (90) days is available, then notice shall be given as soon as is reasonable and practical.
- f. A faculty who becomes a parent to multiple children at the same time is granted the same amount of parental leave as faculty who becomes a parent to a single child. Parental leave is not cumulative; and parental leave cannot be sold or donated to other employees.
- g. Employment and Benefits Protection-
Except for workforce reduction situations, faculty taking parental leave shall be restored to the same or equivalent position held prior to the leave, or restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. There shall be no loss of employment benefits accrued prior to leave, except paid parental leave expended.
- h. Notification to Eligible Faculty-
Written notice by the College setting forth faculty rights and responsibilities under the statute is required at the time of hire.

D. ADMINISTRATIVE LEAVE

1. Definition

Administrative leave is an authorized absence from duty without loss of pay and without charge to leave credit. Administrative leave, except in emergency situations, must be authorized before it may be taken.

2. Notification of Intent to Use

The faculty member should provide as much advance notice as possible of intent to use administrative leave, preferably at least two (2) days.

3. Purposes for Which Allowed

- a. Authorized attendance at meetings, conferences, or projects conducted off-campus, on or off-island.

Consideration will be given to such factors as costs involved, availability of funds, relevance of the topics of said meetings, conferences, or projects to the faculty member's assignment and/or the College's goals and objectives, and the desirability of College representation at such events. Expenses authorized in connection with attendance at such activities shall be made according to the following guidelines:

(1) When the College sends the faculty member as its official representative at such a meeting, conference, or project, the College shall pay the faculty member's salary and related costs such as transportation, per diem allowance, and other allowable expenses.

(2) When the faculty member is granted approval to attend such a meeting, conference, or project but not as an official representative of the College, the College may pay only the faculty member's regular salary. This would include faculty members attending such activities on their own personal behalf or as official representatives of boards and commissions of government agencies outside the College.

- b. Jury Duty-

Jury duty, provided that all compensation earned for such jury service, except allowance for travel, must be paid to the College in accordance with Section 4119, Title V of the Government Code. A faculty member called for jury duty is required to show the jury duty call notification to their Dean or supervisor.

In order for the faculty member to be granted administrative leave and thereby receive full salary for jury service, said faculty member shall remit to the College all compensation received by the Court while on administrative leave status.

A faculty member on administrative leave status for jury service is required to return immediately to their regular job on those days or portions thereof in which the faculty member is excused from jury duty by the court.

- c. Military Training Leave-

Military training leave shall be granted to a faculty member who is a member of the Guam National Guard or a Reserve Component of the U.S. Armed Forces. Said military training leave shall be with pay and shall not be charged to the faculty member's leave credit. Faculty members shall be entitled to pay while performing such duty not to exceed fifteen (15) duty days per fiscal year and to the extent not used in a fiscal year, accumulates in the succeeding year until it totals fifteen (15) days at the beginning of the fiscal year.

The faculty member requesting military training leave must complete the official leave application form and submit it to their Dean or supervisor, together with a copy

of the orders or other official document which places said faculty member on military training.

d. Bereavement-

Bereavement for death of a member of the immediate family not to exceed three (3) days per occurrence. If the death occurred off-island, three (3) additional days of administrative leave may be granted and five (5) additional days, chargeable to sick leave, may also be granted, provided the faculty member utilizes the additional days for travel to attend funeral services. The faculty member shall be allowed options in the use of bereavement leave in any manner which best satisfies their needs, provided said leave is taken within any ten (10) days encompassing the date of the funeral if on-island, and within any fifteen (15) days if the funeral is off-island. See also: B.1.f. of this Article.

e. Unusual Weather or Emergency Conditions-

Unusual weather or emergency conditions or other situations for which the Governor directed all government offices to be closed. Administrative leave also includes release of College faculty members for emergency situations affecting only the College. The granting of administrative leave to the faculty members of the College shall be administered as follows:

- (1) In the event of typhoon, emergency conditions or other situations, faculty members who were on duty and were released early shall be entitled to administrative leave for that day or a portion thereof. Those on leave on that day shall be retained on leave status.
- (2) Those who did not report to duty and were not on leave status shall not be entitled to administrative leave for the period involved. Absent extenuating circumstances, administrative leave will not be granted.
- (3) In the event of an announced closing of the College prior to the start of a duty day and where it was also announced that faculty members are not to report for duty at all, all faculty members shall be entitled to administrative leave, including those on leave status.
- (4) Once Condition of Readiness (COR) 4/all-clear has been declared for the Government of Guam during any portion of the duty day, refer to Articles IX-Secondary and XII-Postsecondary Faculty Working Conditions.

f. Appearance as a Witness-

Appearance as a witness in a judicial proceeding under official order in which the faculty member is not a party of interest.

g. Personal Leave-

Personal leave may be used for any purpose in increments of two (2) hours. Absent extenuating circumstances, personal leave shall not be used during the first and last week of the academic year, before or after school holidays or breaks, without the written approval of the Dean. However, consideration will be made on a case-by-case basis.

For postsecondary faculty, personal leave (excluding twelve (12) month faculty), not to exceed two (2) days per academic year. There shall be no payment for any portion of unused leave.

For secondary faculty, personal leave not to exceed three (3) days per academic year. Secondary faculty shall be paid for unused personal leave. In lieu of payment, the unused personal leave may be transferred to sick leave at their request. The request for transfer shall be made between April 15 through April 30 of each year. (Leave Conversion Form will be created by Business Office)

- h. Twelve (12) month academic faculty members will continue to enjoy the same personal leave provisions provided to staff and administrators.

E. INCAPACITATION LEAVE

1. Definition

Incapacitation leave is granted to a faculty member who suffers an on-the-job injury, subject to the conditions listed below.

2. Workers' Compensation Commission

Faculty members who acquire occupational diseases or sustain on-the-job injuries are subject to the Workers' Compensation Law of Guam. Deans of injured faculty members must comply with the reporting requirements, rules and procedures of the Workers' Compensation Commission (WCC). Reports which must be in connection with each injury include the following:

GWC -101 Request for Examination and/or Treatment Employer's Report

GWC -201 Employee's Report

GWC -202 Employer's Report

The above forms will provide the Workers' Compensation Commission with all pertinent required information for proper processing of work injury claims.

The Chief Human Resources Officer is responsible for coordinating all workers' compensation cases, including giving assistance to the faculty member and Dean with WCC's reporting requirements, rules and procedures.

3. Pay Status

A faculty member who suffers an on-the-job injury shall be carried in full pay status without sick leave or other leave until their personal physician certifies that the faculty member is fit for duty (in accordance with Workers' Compensation Law of Guam). Absence from duty for medical treatment of an on-the-job injury shall be granted with pay without charge to sick leave or other leave.

4. Part-Time Duty

A full-time faculty member who is able to work on part-time light duty while recuperating from an on-the-job-injury will receive full pay without charge to leave for hours not worked. The faculty member must present a statement of incapacitation to perform full-time duty from their physician to be eligible for the leave on a part-time basis.

5. Special Examination

The College may require examinations of the faculty member by other physicians without cost to the faculty member or their insurance in order to determine whether the faculty member is entitled to continue receiving benefits under these provisions. Refusal by the faculty member to allow additional examinations is a basis for revoking incapacitation leave.

6. Limitation

In any case where a faculty member is injured as a result of their proven gross or wanton negligence, the benefits of incapacitation leave shall not apply.

F. LEAVE WITHOUT PAY

The College may grant leave without pay during the faculty member's employment.

1. Allowable Purposes

Leave without pay may be granted at the discretion of the Dean, the recommendation of the Vice President for Academic Affairs, and with the approval of the College President for a variety of reasons including, but not limited to the following:

ARTICLE XVIII – LEAVE

Initials:  
VCT SEB
2023

- a. Education leave provided the course of study or program is approved by the College President in advance. Initial leave and subsequent renewals are granted in units of one (1) academic year. Lesser units are discouraged but may be considered subject to availability of qualified replacements, feasibility of reinstatement upon return from leave, disruption of classroom instruction and/or other College activities in mid-year, and other relevant considerations. Application for renewal of education leave must be accompanied by the individual's college transcript of credits and/or other records for the academic year just completed.
- b. Recovery from illness or disability not of a permanent or disqualifying nature, provided such illness or disability is certified by a physician.
- c. Military duty in excess of fifteen (15) days in one (1) fiscal year, provided the faculty member furnishes substantiating documentation of the requirement for additional military duty.
- d. Matrimony
- e. Other reasons, which in the opinion of the College President, are to the mutual benefit of the faculty member and the College; or would bring credit to the faculty member, the College, or both; or would enhance the Mission of the College; and which would not jeopardize its programs or create hardships to the students. Some examples are listed below.

(1) Community Service Leave:

Community service leave may be granted to a College faculty member for one (1) academic year or calendar year for the purpose of providing service to the community, either to another government agency or to a private institution. Leave extension may be granted at the discretion of the College President.

Such a service rendered outside the College which utilizes unique expertise or service of a faculty member which is made available by the granting of leave by the College is recognized as a valid part of the College's service to the community under the Standards for Accreditation.

(2) Special Project Leave:

Leave may be granted to a College faculty member for one (1) academic year or one (1) calendar year to participate in a special project or research in their field, or to enter employment in the private industry to update one's knowledge and skills in the latest technological development in their field. Leave extension may be granted at the discretion of the College President. Faculty participation and/or engagement in professional development special projects or other self-initiated programs is encouraged by the College as such programs are consistent with the Standards for Accreditation.

When a faculty member returns from a community service leave or a special project leave, they shall be entitled to a class of position and salary step equal to the position and salary step held at the time immediately prior to taking leave. The period of leave taken shall count for the purpose of salary increments, but not for service time required for promotion, unless the project or endeavor, in and of itself, fulfills a specific criterion required for a promotion.

Other benefits of employment such as life, medical, dental insurance coverage, retirement coverage, etc. normally granted to regular active duty faculty member may be retained by the faculty member while on leave, provided that the faculty member pays all costs, both faculty member's and employer's shares, and

provided that such arrangement meets the regulations of the administering authorities outside the College.

2. Limitation

Leave without pay is not granted as a matter of right of the faculty member, but as a matter of discretion on the part of the Dean, the recommendation of the Vice President for Academic Affairs, with the approval of the College President, except in the case of:

- a. A disabled veteran who is entitled to leave without pay, if necessary, for medical treatment; and
- b. Members of the Guam National Guard and Reserve Components of the United States Armed Forces who are entitled to leave without pay, if necessary, to perform military training and/or duties.

3. Considerations

The cost factor and administrative and instructional inconveniences to the College and its students are taken into consideration when evaluating requests for leave without pay. These factors include, but are not limited to, the following:

- a. Encumbrance of the position which precludes the College from filling the position through other than limited-term appointment, which limits the field of applicants only to those who are available and willing to accept temporary employment.
- b. Loss of services or continuity of services which may be badly needed by the College. The final consideration is the impact this action will have on the instructional program.
- c. Obligation of the College to provide employment to the faculty member upon expiration of the leave.
- d. Improvement on the part of the faculty member which will benefit the College.

G. SABBATICAL LEAVE

Faculty members shall have the right to apply for sabbatical leave as defined in Title 4 GCA, Chapter 4, Section 4110. See Board Policy on Sabbatical

ARTICLE XIX – GRIEVANCE PROCEDURE

For the purpose of this procedure, a grievance is defined as an employee problem which arises concerning working conditions and working relationships which are outside his or her control including one (1) or more of the following:

1. Appeals from adverse disciplinary action not covered by law or regulation.
2. Misapplication or violation of this Agreement.
3. Misapplication or violation of GCC Academic Personnel Rules and Regulations.
4. Misapplication or violation of other Board policies.
5. Failure to respond within time limits at any step.

The declared objectives of all parties involved in a grievance are to encourage the prompt and informal resolution of such grievance and to provide recourse through orderly procedures. Prior to filing a grievance at Step One (1), parties must meet, discuss, and attempt to resolve the issue within ten (10) duty days of the parties becoming aware. The parties agree that this is the exclusive procedure for the internal resolution of grievances. For the purpose of processing and adjusting a grievance, management recognizes each faculty member's right to representation by the Local.

A. STEP ONE (GRIEVANCE TO THE DEAN)

In the event the grievance is not resolved through ongoing discussion with the Dean, the faculty member shall submit the grievance, in writing, to their Dean within five (5) duty days of the meeting with their Dean to discuss the act or condition which is the basis for the grievance.

The written grievance shall include:

1. Statement of the grievance
2. Statement of facts pertaining to the grievance
3. Specific provision(s) the grievant cites as being violated
4. Remedy sought, and
5. Date(s) informal adjustment was attempted.

The Dean shall communicate a decision, in writing, to the grievant, with a copy to the Local via the Local President, within five (5) duty days of receiving the grievance.

B. STEP TWO (APPEAL TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS)

If the grievant fails to receive a response within the time limit set forth in Step One or the response of the Dean does not resolve the grievance, the grievant may appeal to the Vice President for Academic Affairs within five (5) duty days of receiving the response.

The appeal shall include:

1. Copy of the written grievance as described in Step One
2. Copy of the decision rendered at Step One
3. Statement of the reason(s) for the appeal.

The Vice President for Academic Affairs shall communicate a decision, in writing, to the grievant, with a copy to the Local via the Local President, within five (5) duty days of receiving the grievance.

C. STEP THREE (APPEAL TO THE COLLEGE PRESIDENT)

If the grievant fails to receive a response within the time limit set forth in Step Two or the response of the Vice President for Academic Affairs does not resolve the grievance, the grievant may appeal to the College President within five (5) duty days of receiving the response.

The appeal shall include:

1. Copy of the written grievance as described in Step One
2. Copy of the decisions rendered at Step One and Two
3. Statement of the reason(s) for the appeal, and
4. Names of the two (2) faculty members selected by the grievant for Step Three Hearing Committee.

Within seven (7) duty days after the College President receives the appeal, they shall either settle the grievance by mutual agreement of the parties or refer the grievance to the Hearing Committee. The College President shall communicate the terms of the settlement or the referral of the grievance to the Hearing Committee in writing to the parties to the grievance with a copy to the Local via the Local President.

D. STEP FOUR (REFERRAL TO THE GRIEVANCE HEARING COMMITTEE)

The Grievance Hearing Committee shall be appointed by the College President for each grievance case and shall be composed of two (2) faculty members selected by the grievant, two (2) members of the administrative/supervisory level from a different division or unit, and a fifth member to be selected by the other four (4). The members of the Grievance Hearing Committee shall elect a chairperson from among their members.

The referral shall include:

1. Copy of the written grievance as described in Step One
2. Copy of the decisions rendered at Step One, Two, and Three
3. Statement of the reason(s) for the referral.

The Grievance Hearing Committee shall meet within seven (7) duty days after receiving a grievance from the College President. The Grievance Hearing Committee will render a written decision on the grievance as soon as practicable.

The written decision shall include:

1. Statement of the problem
2. Findings of facts
3. Policies and procedures, and
4. Its ruling specific to the issue of the grievance.

The written decision of the Grievance Hearing Committee shall be considered an official decision when it bears the signatures of at least four (4) members of the Grievance Hearing Committee.

The College President and the Local via the Local President will be notified in writing within two (2) duty days of the closing of the hearing.

Should the decision not be accepted by either party, they may appeal the decision of the Grievance Hearing Committee to the Board. If the decision of the Grievance Hearing

Committee is accepted by both parties to the grievance, the decision shall be implemented and the matter closed.

E. STEP FIVE (APPEAL TO THE BOARD)

An appeal shall be submitted in writing to the Board Chairperson within five (5) duty days of receiving the decision of the Grievance Hearing Committee.

The appeal shall include:

1. Copy of the written grievance as described in Step One
2. Copy of the decisions rendered at Steps One, Two, Three, and Four
3. Statement of the reason(s) for the appeal, and
4. Statement of whether the appellant desires a formal or an informal hearing.

The Board shall acknowledge the receipt of the appeal at the next regularly scheduled meeting following the filing of the appeal provided that said appeal is filed no less than seven (7) duty days before the Board's regularly scheduled meeting. The Board shall schedule and conduct a hearing within fifteen (15) duty days of that Board meeting.

A formal hearing shall be conducted in accordance with the Rules of Procedure and Evidence in Appeal Hearings as adopted by the Board.

Prior to the Board reaching its decision, should the occasion arise, the Board or the Local may request the hearing be chaired by a mediator agreed upon by both the Board and the Local. Both parties agree that this request shall be honored. It is recognized that should a mediator be agreed upon, the timeline for a final decision may be affected and then be reasonably adjusted. Mediation fees shall be equally shared by both parties.

The decision of the Board shall close the grievance procedure and shall be communicated to the appellant and the Local, via the Local President, within seven (7) duty days following the hearing of the Board. The decision shall be implemented by the College President as soon as possible, but in no case, later than fifteen (15) duty days after the decision by the Board.

F. GENERAL PROVISIONS

1. The Local President must be notified of all grievances. The Local shall be notified of any adjustment(s) made to resolve a grievance.
2. The time limits may be extended only by mutual written agreement between the grievant and respondent stipulating new dates; except that the time limits in this procedure shall be extended for those grievants who are off-island or incapacitated for medical reasons for a period of time after the grievant returns not to exceed the total number of days allowed for the particular step the grievant was in before the absence.
3. If the grievance is not resolved by the last day of the semester, the procedure shall be suspended until the grievant's next duty day.
4. Failure at any step of this procedure to communicate a decision within the specified time limits permits the grievant to proceed to the next step.
5. Any written decision or written answer to an appeal made at any step which is not appealed to the succeeding step within the time limits provided shall be considered a final settlement of that grievance.
6. All papers filed in accordance with the grievance procedure shall be hand carried during working hours to the designated recipients and stamped received and dated at the

location with a receipt for delivery for the originator. Electronic documents are not acceptable. Time limits shall commence to run on the day of delivery.

7. At any step of the grievance procedure, either party shall have the right to call witnesses.
8. When an appeal is submitted at Step Five, there shall be no ex parte communication between the College President, the Local, or the grievant and any member of the Board.
9. The Local or its representative(s) may file a grievance where the violation alleged is one of Local rights or an alleged violation against a group of Bargaining Unit members.
10. The grievant may withdraw their grievance at any point in this procedure.
11. Per 17GCA, Chapter 31, Section 31113 Academic Personnel are a separate class of employee as defined in Title IV, Chapter 4, Section 4102, and as such have no ability to appeal any personnel action to the Civil Service Commission. Therefore, the Local may appeal any Board of Trustees' decision to the Superior Court of Guam for adjudication.

ARTICLE XX - COUNSELING (INFORMAL/FORMAL), DISCIPLINARY, AND ADVERSE ACTION PROCESS

A. INTENT

The intent of this Article is to ensure that unacceptable conduct and performance issues are addressed promptly and appropriately. The parties agree that every effort shall be made to informally resolve problems relating to work performance of faculty members.

Furthermore, this Article sets forth the guidelines and procedures by which to informally, through counseling, and/or formally through disciplinary action address improper behavior and poor performance. Adverse action may be taken by the College President to suspend, demote, and dismiss faculty.

B. DEFINITIONS

These definitions apply only to Article XX.

1. Adverse Action – Action taken by the College President in the form of suspension, demotion, or dismissal.
2. Counseling – An informal meeting between the Dean and the faculty member to discuss work performance on an issue that might lead to disciplinary and/or adverse action.
3. Counting of Days – Time limits shall commence to run on the day following the date of the act, event, or delivery. When the tenth (10th) day falls on a non-duty day, the following duty day shall be the tenth (10th) day.
4. Days – As used in this procedure refers to calendar days unless otherwise specified.
5. Dean – For purposes of this Article, no Adverse Action, Letter of Reprimand, or Letter of Warning may be delegated to any other administrator or supervisor.
6. Demotion – The reduction of a faculty member, for disciplinary reasons, from a position which they occupy in a specific class to a position in another class where the maximum rate of pay is less than the maximum rate of pay for the class which they held or a reduction to a lower salary step in the same class.
7. Disciplinary Action – Action taken by a Dean in the form of a warning, admonition or reprimand; these disciplinary actions do not fall under the adverse action definition. As a result, adverse action procedures do not apply in the case of a warning, admonition or reprimand. This form of penalty is included to provide flexibility in administering disciplinary action for a first (1st) offense in certain types of actions.
8. Dismissal – The termination for cause of a faculty member from their position in accordance with the law and this Agreement.
9. Duty Day – Monday through Friday except school holidays and emergency school closing days declared prior to the start of the school day.
10. Gross – Serious, criminal, or egregious
11. Official Personnel File – The file maintained by the Chief Human Resources Officer for each faculty member.
12. Oral warning – A spoken admonition. An oral warning shall precede a formal letter of reprimand depending on the infraction.
13. Reprimand – A formal written admonition of a faculty member.
14. Substantiated misconduct – Behavior outside the bounds of what is considered acceptable that is supported or established by evidence or proof.
15. Suspension – Either the temporary removal of a faculty member from their position with loss of pay as a disciplinary measure or their removal preliminary to investigation of charges pending adverse action. A faculty member cleared of charges shall be reinstated without loss of pay or other benefits. A faculty member may be suspended for

not more than thirty (30) days as a result of a single adverse action or not more than sixty (60) days as a result of multiple adverse actions in a calendar year.

16. Warning – A written admonition of a faculty member. A warning usually precedes a formal reprimand, depending on the infraction.
17. Working File – The file maintained by the Dean for each faculty member in their school for the purpose of evaluation, counseling, discipline, and/or adverse action of the faculty member.

C. COUNSELING PROCEDURE (INFORMAL PROCEDURE)

1. Informal counseling shall take place at the first indication that a perceived problem is affecting a faculty member's performance. In the first counseling session, the Dean shall meet with the faculty member to discuss and clearly identify the faculty member's work performance/misconduct to the extent that the faculty member understands the work performance/misconduct for which the informal counseling is taking place. This counseling session may be arranged by telephone, email, or in person with the faculty member to discuss the issue and make suggestions for improvement. A Local representative may be present if the faculty member wishes. The Dean may document that the meeting occurred.
2. If applicable, during this counseling session, the Dean shall ensure that the faculty member understands that the discussion is an oral warning. The Dean may warn the faculty member of future potential consequences, and shall identify a timeline for improvement. If a record is made of this counseling for future reference, a copy shall be provided to the faculty member.
3. After the timeline for improvement indicated in the first (1st) informal counseling session has passed and the problem continues to persist, the Dean may request a second (2nd) counseling session with the faculty. For this session, a written one (1) day notice of the meeting will be given to the faculty member. Such notice shall indicate the reason for the meeting and that the faculty member may be accompanied by a Local representative. During this counseling session, the Dean will give the faculty member a written description of what is to be improved and a time limit for the improvement to be made. This meeting will be documented and a copy shall be provided to the faculty member and shall not be made a part of the faculty member's Official Personnel File.

If after the prescribed time limit from the second (2nd) counseling has been met, if the Dean chooses to take disciplinary action, such action shall follow the guidelines listed in sections D.1-10 of this Article. If any disciplinary action is taken, all documents relevant to this issue shall be made a part of the substantiating documents for use in the disciplinary action procedure.

4. If no further action is taken at this stage, then all documents shall be destroyed immediately.

D. GUIDELINES FOR DISCIPLINARY OFFENSES AND PENALTIES

1. Disciplinary Action: This is used after counseling has failed or in cases where the issue warrants immediate disciplinary action. The Dean will request a meeting with the faculty member in writing with at least one (1) day notice. Such request will include the reason for the meeting and inform the faculty member that they may be accompanied by a Local representative.
2. At this meeting, the Dean will discuss the situation with the faculty member and give the faculty member the opportunity to respond. At the conclusion of this meeting, the Dean may determine whether to issue a Letter of Warning or a Letter of Reprimand, if warranted.

3. The Dean shall prepare the Letter of Warning or Letter of Reprimand and serve the letter to the faculty member, where practical, in person.
4. If a Letter of Warning was issued and the problem persists, the Dean will request a meeting with the faculty member in writing with at least one (1) day notice. Such request will include the reason for the meeting and inform the faculty member that they may be accompanied by a Local representative.
5. At this meeting, the Dean will discuss the situation with the faculty member and give the faculty member the opportunity to respond. At the conclusion of this meeting, the Dean may determine whether to issue a Letter of Reprimand or may decide to move to adverse action, if warranted.
6. If the Dean determines to issue a Letter of Reprimand, they shall prepare the Letter of Reprimand and serve the letter to the faculty member, where practical, in person.
7. If the Dean determines to move to adverse action, they shall follow the process in sections E.1-11 of this Article.
8. Written disciplinary actions shall be filed in the faculty member's Official Personnel File and may be filed in a Working File. Disciplinary actions shall not remain in either the Official Personnel File or a Working File for more than one (1) year.
9. A faculty member has the right to review both their Official Personnel File and their Working File.
10. The Official Personnel File and Working File shall be maintained in a manner that is consistent with the requirements of the Personnel Rules and Regulations for the maintenance of official personnel files.

E. ADVERSE ACTION PROCEDURE

The adverse action or due process procedure guarantees the protection of individual rights in those matters where the Dean chooses to initiate adverse action proceedings such as dismissal, demotion, or suspension against the faculty member. For the purpose of this Article, the term "dismissal" shall not be interpreted to include actions taken by the College President in layoffs, or termination of probationary employee.

1. Authorized Causes for Adverse Action

A faculty member of the College may be subject to adverse action for misconduct which affects the efficiency of service to the College or of such a nature as to bring discredit to the College or their employment. For guidelines on disciplinary offenses and penalties see Appendix H.

The authorized causes for immediate adverse actions are:

- a. Fraud in securing appointment.
- b. Refusal to perform prescribed duties and responsibilities.
- c. Willful disobedience to constituted authorities, or deliberate refusal to carry out any proper order from the Dean having responsibility for the work of the employee; insubordination.
- d. Reporting for duty or being on duty under the influence (impaired) of intoxicants, unauthorized possession of or attempting to bring intoxicants on government premises.
- e. Reporting for duty or being on duty under the influence of a non-prescribed narcotic or illicit drug, or use of same on government property or on duty, or attempting to bring same on government property.
- f. Conviction of a felony or a misdemeanor involving moral turpitude.
- g. Gross misuse of government property; actual or attempted theft of government property or the property of others.
- h. Acts prohibited by law relating to strike against the government.

- i. Gross misconduct, either on or off duty, which is of such a nature that it causes discredit to the College or their employment.
- j. Or other substantiated misconduct listed in Appendix H that list the maximum penalty as dismissal for first offense.

The authorized causes for adverse actions after the counseling and/or disciplinary process are:

- k. Repeated failure to perform prescribed duties and responsibilities.
 - l. Unauthorized absence.
 - m. Discourteous treatment to the public; disrespectful conduct; use of insulting, abusive, or obscene language to or about other personnel.
 - n. Political activity prohibited by law.
 - o. Repeated misuse of government property.
 - p. Refusal to take and subscribe to any oath or affirmation which is required by law in connection with employment at the Guam Community College.
 - q. Substantiated misconduct, either on or off duty, which is of such a nature that it causes discredit to the College or their employment.
 - r. Other substantiated misconduct or behavior which impairs efficiency of service to the College.
 - s. Or other substantiated misconduct listed in Appendix H that does not list the maximum penalty as dismissal for first offense.
2. Notice of Proposed Adverse Action
- The Dean may initiate proposed adverse action to be taken against the faculty member, provided that the faculty member receives written notice either directly by hand or by certified mail with return receipt requested. The Notice of Proposed Adverse Action shall include:
- a. The specific charges preferred against the faculty member;
 - b. A description of the proposed adverse action;
 - c. The documentation forming the basis of the proposed action;
 - d. A statement of all previous steps taken by the College to resolve the problem; and
 - e. Notice of the right to respond.

A faculty member must be given the final notice and statement of the charges prescribed in E.5 of this Article, signed by the College President, no later than sixty (60) days after management knew or should have known the facts or events which form the alleged basis or cause of action.

3. Right to Respond

After receiving the Notice of Proposed Adverse Action from the Dean, the faculty member is entitled to respond to the charges upon which adverse action is proposed by the Dean. The faculty member against whom adverse action is proposed shall be allowed ten (10) days after receipt of the notice to answer the charges, in writing, and to submit affidavits and/or documents in support thereof. In answering, the faculty member may request a conference with the Dean within the same ten (10) days at which time the Dean shall make himself/herself available.

The Dean shall review the written answer and supporting documents submitted by the faculty member, and shall notify the faculty member in writing of their decision within ten (10) days after receipt of the faculty member's response to the proposed adverse action as to whether they will drop the charges in light of the faculty member's response or whether they will continue with the adverse action in spite of the faculty member's answer.

If the faculty member fails to answer the charges during the specified time limit, the faculty member's failure shall be construed as an answer and the Dean may proceed with the action upon expiration of the notice period.

4. Institutional Authority for Adverse Action

The final authority for dismissal, demotion, or suspension of a faculty member rests with the College President. Any adverse action initiated by the Dean is considered a recommendation only.

Any recommended adverse action originating from a Dean must be signed by the Vice President for Academic Affairs and forwarded to the College President for their decision, including all documents submitted by the faculty member relating to the case. At their discretion, the College President may conduct an inquiry or investigation into the charges and proposed adverse action, including calling a meeting with the faculty member concerned. The College President may decide to uphold, modify, or drop the charges and the proposed adverse action.

5. Final Notice of Adverse Action

A faculty member who is dismissed, demoted, or suspended shall be given written notice of the action by the College President within ten (10) calendar days of the Dean's recommendation that adverse action be taken against the faculty member. The notice shall be dated; state the specific facts found upon which such action is based; inform the faculty member of their right to appeal; and inform them of the time limit within which an appeal may be submitted as provided in E.6 of this Article.

Copies thereof shall be filed with the Board and Local not later than one (1) duty day following the effective date of the action. In no event may a faculty member be given the notice and statement of the charges required by this section E.5 after the sixtieth (60th) calendar day after the Dean knew or should have known the facts or events which form the alleged basis for such action. Any action brought by management in violation of this provision is barred and any decision based on such action is void.

Except for extenuating circumstances, the adverse action for suspensions of more than ten (10) days shall not take effect until the appeal to the Board has been completed.

6. Right to Appeal

The faculty member, within twenty (20) days of the effective date of the action, may appeal to the Board by filing their written answer to the charges against them. The faculty member, or their representative, shall be given the opportunity to inspect or provide any documents relevant to the action which would be admissible in evidence at the hearing, and to depose, interview or direct written interrogatories to other employees having knowledge of the acts or omissions upon which the adverse action is based.

An appeal shall be submitted in writing to the Board Chairperson.

The appeal shall include:

- a. Basis for the Appeal;
- b. Documentation relevant to the adverse action;
- c. Other relevant and material evidence and names of witnesses.

The Board shall acknowledge the receipt of the appeal at the next regularly scheduled meeting following the filing of the appeal provided that said appeal is filed no less than seven (7) duty days before the Board's regularly scheduled meeting. The Board shall schedule and conduct a hearing within fifteen (15) duty days of that Board meeting.

A formal hearing shall be conducted in accordance with the Rules of Procedure and Evidence in Appeal Hearings adopted by the Board. Prior to the Board reaching its decision, should the occasion arise, the Board or the Local may request the hearing be chaired by a mediator agreed upon by both the Board and the Local. Both parties agree that this request shall be honored. It is recognized that should a mediator be agreed upon, the timeline for a final decision may be affected and then be reasonably adjusted.

The decision of the Board shall be final and shall be communicated to the appellant and the Local, via the Local President, within seven (7) duty days following the hearing of the Board. The decision shall be implemented by the College President as soon as possible, but in no case, later than fifteen (15) duty days after the decision by the Board.

The appeal process does not have a delaying or staying effect on the adverse action except as specified in section E.5 of this Article. In the case of a faculty member who is suspended or dismissed, the Board may order the faculty member reinstated to active duty pending the appeal.

7. Standards for Making Decisions on Appeal

Upon the hearing of any adverse action appeal, the burden of proof shall be upon the College to show that the action against the faculty member was correct.

8. Suspension During Notice Period

As a rule, a faculty member against whom adverse action is proposed is retained in active duty status during the notice period. However, the faculty member may be immediately suspended by the College President during the notice period under the conditions listed below:

- a. The continued presence of the faculty member may interfere with the efficient operation of the College, or the health or safety of the faculty member or other employees.
- b. Suspension is necessary to preclude the possibility of deliberate damage to equipment, property or important documents.
- c. Other circumstances, including the faculty member's own misconduct or behavior, which create an impediment to the College's ability to comply with the requirement to retain the faculty member on active duty status during the notice period.
- d. Suspension under this section is a separate adverse action and it is appealable to the Board within twenty (20) days of the effective date of the immediate suspension. If the Board sustains the College President's action in suspending the faculty member during the notice period, the number of days of suspension under this section shall be considered part of the final disciplinary penalty and in no case shall the final days of suspension be more than thirty (30) duty days.

9. Leave Pending Investigation

The College President may authorize administrative leave of absence with pay to a faculty member who is the subject of an investigation of criminal act allegation and where the continued presence of said faculty member on the job will hamper the effectiveness of the investigation. The administrative leave granted under this section may not exceed twenty (20) duty days. The College President may terminate the administrative leave by giving the faculty member twenty-four (24) hours written notice.

10. Faculty Member's Status During Incarceration

- a. A faculty member who is incarcerated pending disposition of a case by the court may be granted personal leave with pay or leave without pay or a combination thereof. See also Article XVIII-Leave.
- b. Nothing in this rule shall preclude the College President from taking adverse action against the faculty member pending the faculty member's case in the court, during

the imprisonment of the faculty member, or upon dismissal of the case by the court, if the faculty member's action or omission violates the College's policies, rules or regulations. The sixty (60) day time limit in which to notify the faculty member of the charges brought against them is also applicable in this situation.

- c. A faculty member who is sentenced to imprisonment by the court for a felony crime committed by the faculty member, regardless of whether the crime is against the College or not, may be dismissed from their employment in the College.

11. Attorney Fees

- a. A faculty member whose appeal is upheld by the Board shall have fifty (50%) of all attorney fees paid by the College.
- b. A faculty member whose appeal is not upheld by the Board shall pay fifty (50%) of all attorney's fees incurred by the Board.

F. GENERAL INFORMATION

1. The lists embedded in this Article and Appendix H are not intended to cover every possible type of offense. Penalties for offenses not listed will be prescribed by the College President.
2. Many items listed on this schedule combine several offenses in one (1) statement, connected by the word "OR." Usage of the word "OR" in a charge makes it non-specific. Use only the items which describe the faculty member's actual conduct and leave out parts which do not apply.
3. Penalties for disciplinary offenses will, in general, range from the minimum penalty to the maximum indicated. In unusual circumstances, depending on the gravity of the offense, the past record, and the position of the faculty member, a penalty outside the general range may be imposed. If such a penalty is being considered, the faculty member shall be informed at the time of the notice of proposed adverse action.
4. Suspension penalties apply to duty days and holidays.
5. In as much as a reprimand is not an adverse action under this Agreement, a Dean need not apply the Adverse Action Procedures. The penalty of reprimand is included in Appendix H to provide certain flexibility for management discretion to institute progressive disciplinary action against a faculty member.
6. Reprimands shall not remain in a faculty member's Official Personnel File for more than one (1) year.
7. The Grievance Procedure is available to any faculty member who wishes to challenge a disciplinary action against them. However, the challenge does not have a delaying or staying effect on the disciplinary action.
8. A faculty member has the right to review both their Official Personnel Files and their Working File.
9. Deans shall not correct or criticize a faculty member in the presence of students or other supervisors unless such others are present at the request of the faculty member.
10. Any and all communications under this Article shall be considered personal in nature and all official documents pertaining to or copies of shall be deemed as confidential.

ARTICLE XXI - FINANCIAL EXIGENCY / REDUCTION-IN-FORCE

A. INTENT

The Board recognizes that it is in the best interest of the College to promote stable employment for faculty at the College. The Board also recognizes that the existence of a financial exigency or a need for reduction-in-force is a serious circumstance. The Board agrees that a reduction-in-force shall be taken only as the final step of a planned process.

If the College President, with the concurrence of the Board, determines that circumstances exist which could ultimately require laying off faculty or nonpayment or suspension of salary adjustments, the College President shall initially convene a Financial Exigency Committee or the Faculty Reduction-in-Force Committee in the case of other circumstances as defined below (Article XXI.B.4). The College President is responsible for administering the financial exigency or reduction-in-force procedures.

B. DEFINITIONS

These definitions shall apply only to Article XXI:

1. Demotion – a voluntary change in position to a position with a lower salary.
2. Financial Exigency – a reduction in College expenditures due to a reduction in the College budget that is beyond the control of the College.
3. Layoff – the involuntary termination of employment as a result of reorganization, lack of work, or lack of funds.
4. Other circumstances – instances involving program deletions or cutbacks due to prolonged diminished enrollment or prolonged inability to hire sufficient faculty members in a program, program deletions or cutbacks as a result of well documented changing island needs, and/or the reorganization of degree or curricular offerings or requirements resulting from a change in the Mission, academic requirements of the College, or technological changes. Instances such as these involve changes occurring over the course of more than one (1) academic year.
5. Reduction-In-Force – the laying off of faculty.
6. Reduction in Salary – a reduction in salary without a change in position.
7. Transfer – the lateral movement of a faculty member within the College without any change in position title or salary.
8. Inter-agency transfer – the movement to a different department or agency in the Government of Guam.

C. PLANNING FOR FINANCIAL EXIGENCY

FINANCIAL EXIGENCY COMMITTEE

The purpose of this Committee will be to determine whether or not a true financial exigency exists. It will also be tasked with finding and recommending solutions to the perceived exigency which may include a recommendation for a college-wide Reduction-in-Force. Any finding or recommendation identified by the Financial Exigency Committee that includes any provision of section D of this Article shall not be implemented without the convening of the Reduction-in-Force Committee with the exception of the following, and using the Agreement to Alternative Assignment form (Appendix D):

1. Reprogramming of college-wide budget, or
2. Shared load between departments and/or programs, or
3. Reassignment to another department and/or program, or
4. Supplement assigned duties with alternative duties, or
5. Transfer within the College: A faculty member may elect to temporarily transfer to another comparable vacant position in the College, where qualified.

The Financial Exigency Committee shall include an equal number of faculty and administrators (inclusive of the Local President and the Vice President for Finance and Administration) mutually agreed upon by the Local President and the College President. The Vice President for Finance and Administration and the Local President will serve on this Committee as Co-Chairpersons.

Any other committee or body formed to carry out these duties and/or similar functions may be construed to be an attempt to bypass this procedure. However, through an assessment process, should it be determined that a program needs to be deleted and/or reduced, the same process used in sections D.4 and E of this Article shall be used in determining the disposition of the faculty within that program. This process does not require the convening of the Financial Exigency Committee.

D. PLANNING FOR A REDUCTION-IN-FORCE

FACULTY REDUCTION-IN-FORCE COMMITTEE

If the Financial Exigency Committee recommends that a reduction-in-force is necessary or other circumstances as defined in section B.4 of this Article, the College President, with the concurrence of the Board, may convene a Faculty Reduction-in-Force Committee.

When the College President convenes the Faculty Reduction-in-Force Committee, the College President shall suspend hiring for all faculty positions in order to ensure that all available alternatives are exhausted. The College President shall ensure that the Committee has the resources necessary to function efficiently and effectively.

The Committee shall include an equal number of faculty and administrators (inclusive of the Local President, the Chief Human Resources Officer, and the Vice President for Academic Affairs) mutually agreed upon by the Local President and the College President. By mutual agreement, additional faculty and administrators may be added to the committee, but under all circumstances, membership will be equal between administration and faculty.

The Committee shall meet within five (5) duty days of being convened by the College President. The Committee shall be dedicated to achieving consensus when conducting the business of the Committee. The Committee shall review all available alternatives to reduction of faculty, and then, if no alternative exists, the Committee will formulate a Faculty Reduction-in-Force Plan (Plan) and convey its recommendation(s) to the College President within forty-five (45) calendar days of its convening. The Committee shall ensure that:

1. The Vice President for Academic Affairs and the Local President shall serve as Co-Chairpersons and that minutes are kept and made available for review by faculty and administrators.
2. The Plan is based on an appropriate analysis of relevant information, including, but not limited to: program needs, enrollment patterns and projections, efficiency of the program, program staffing requirements, current level of support and future program plans, assessment, and college planning documents.
3. The Plan examines the programmatic needs of the College and that faculty staffing essential to each program has been determined.
4. The Plan does not require layoff of faculty until the alternatives listed below have been considered, and if deemed feasible, attempted:
 - a. Shared load between departments and/or programs, or
 - b. Reassignment to another department and/or program, or
 - c. Supplement assigned duties with alternative duties, or

- d. Demotion: A faculty member may elect to accept a demotion to a position with a lower salary provided funds are available, or
 - e. Reduction in Salary: A faculty member may elect to accept a reduction in salary, or
 - f. Transfer within the College: A faculty member may elect to transfer to another comparable vacant position in the College, or
 - g. Inter-agency Transfer: A faculty member may elect to seek a position outside of the College within the Government of Guam. In this case, such a transfer shall be considered a layoff for the purpose of reinstatement at the College, or
 - h. Early retirement: A faculty member may elect to retire from the College, or
 - i. Involuntary transfers, demotions, or reduction in salary: The College may use involuntary transfers, demotions, or reduction in salary to ensure stable employment for the faculty, or
 - j. In the event of college-wide financial exigency, the reduction of support staff, administrators and administrative functions will also be reviewed and reductions made accordingly, or
 - k. Reprogramming of college-wide budget.
5. The Plan identifies the program(s) from which faculty will be laid off.
 6. The Plan is reviewed by the Faculty Senate and the College Governing Council and their written comments and/or recommendations are appended to the Plan.

E. IMPLEMENTATION OF THE FACULTY REDUCTION-IN-FORCE PLAN

The Committee presents the Plan to the College President. If the College President does not concur with the Plan, the Plan is returned to the Committee for revision. If the College President concurs with the Faculty Reduction-in-Force Plan, the Chief Human Resources Officer will implement the Plan as follows:

1. A copy of the Plan shall be delivered to each faculty member and to the Local via the Local President.
2. The Chief Human Resources Officer shall identify the faculty to be laid off. The criteria for the identification of faculty to be laid off are, in the order of their application, as follows:
 - a. Employment status at the College.
Faculty shall be laid off in the following order within each program identified in the Plan for a reduction-in-force:
 - 1st – Part-time faculty (adjunct)
 - 2nd – Limited-term faculty
 - 3rd – Probationary faculty
 - 4th – Permanent faculty
 - b. Academic rank, performance rating and length of service as a faculty member combined. If after the application of E.2.a. of this Article, no faculty have been identified to be laid off, then a combination of rank, performance rating(s), and length of service based on employment at the College as a faculty member will be used to determine the order in which faculty will be laid off. The faculty member accruing the least number of points shall be laid off first. Points are assigned as follows:

(1) Academic Rank at the College.

Points are assigned for the academic rank held in each of the last three years as follows:

Academic Rank Held	Points
Limited Term	0
Probationary	0
Assistant Instructors	2
Instructors	3
Assistant Professors	5
Associate Professors	6
Professors	7

(2) Points are assigned only for each of the three (3) previous years of performance ratings as a permanent faculty member at the College as follows:

(a) Beginning in AY15-16, the following will be used:

Evaluation Level Achieved	Points
Satisfactory	4
Strong	6
Stellar	8
Exceptional	10

(b) Beginning in AY09-10 and ending AY14-15, the following will be used:

Evaluation Level Achieved	Points
Satisfactory	4
Strong	6
Stellar	8
Superb	10

(c) For Academic years: AY09-10 through AY11-12, the evaluation points will be a combination of the two (2) calculations (E.2.b.(2)(b) and E.2.b.(2)(d)) of this Article.

i. Length of service at the College

Two (2) points shall be allowed for each complete semester of service to the College as a fulltime faculty member.

ii. Should a tie score occur, the faculty member with the earliest date of employment shall be retained. If a tie still remains, a number of previous evaluations in increments of one (1) will be used. The date of employment for faculty whose employment at the College is discontinuous is their most recent date of employment.

(d) For academic years prior to AY09-10, the following will be used:

i. Four (4) points shall be allowed for each "meets expectations" rating.

ii. Eight (8) points shall be allowed for each "exceeds expectations" rating.

Special circumstances

- iii. A faculty member, on pay status, who was (is) on sabbatical leave during a performance rating period, shall use the three (3) performance evaluations given prior to the sabbatical leave.
 - iv. A faculty member, on pay status, who was (is) serving in a detailed assignment (i.e., Adjunct Associate Dean) during a performance rating period shall use the three performance evaluations given prior to the detailed assignment.
 - v. A faculty member who was (is) serving in a military assignment during a performance rating period shall use the three (3) performance evaluations given prior to the military assignment.
 - vi. A faculty member who was (is) on an approved extended absence for reasons not listed above shall receive a performance rating of satisfactory.
- 3. A copy of the list of faculty to be laid off shall be made available at the Human Resources Office upon request.
 - 4. The Chief Human Resources Officer is responsible for explaining the layoff procedure to the faculty.
 - 5. Faculty who are to be laid off shall be offered a demotion, reduction in salary, or transfer in lieu of layoff, provided any one (1) of these is feasible.
 - 6. The College President shall give written notice to faculty who are to be laid off. The content of the notice shall include the following:
 - a. The specific layoff action to be taken.
 - b. The effective date of the action.
 - (1) For layoff due to financial exigency:
Faculty who are to be laid off will be given written notice of layoffs at least sixty (60) calendar days prior to the effective date of their layoff. Upon receiving notice of layoff, the faculty member shall make proper arrangements to transfer assigned duties.
 - (2) For layoff due to other circumstances:
Faculty who are to be laid off will be given written notice of layoff one (1) semester (i.e., Fall or Spring semester) prior to the effective date of their layoff. Upon receiving notice of layoff, the faculty member shall make proper arrangements to transfer assigned duties.
 - c. The faculty member's retention standing.
 - d. The faculty member's right to appeal to the Board.
 - 7. A faculty member who is to be laid off shall be retained on pay status with full employee benefits until the effective date of the layoff.
 - 8. The Chief Human Resources Officer shall maintain a complete set of records pertaining to the layoff of a faculty member, including, but not limited to: the pertinent Faculty Reduction-in-Force Plan and a record of the application of the process detailed in section E.2 of this Article.
 - 9. Hiring may continue for non-affected programs upon completion of the Plan.
 - 10. Prior to the implementation of the Reduction-in-Force Plan, an equal percentage of positions among employee classifications shall be proposed.

F. REINSTATEMENT

The Chief Human Resources Officer shall be responsible for the management of the reinstatement process.

Permanent and probationary faculty members (provided that they have served at least three (3) consecutive months of satisfactory service) who have been laid off shall be placed on the Reinstatement List for a period of four (4) calendar years and may be reinstated by the College. Names shall be placed on the Reinstatement List for the position held at the time of layoff in reverse order of layoff (i.e., last laid off, first reinstated). Permanent faculty who are reinstated shall be reinstated as permanent faculty. Probationary faculty who are reinstated shall be given full credit for the probationary period already served.

Faculty who voluntarily accept either a reduction in salary or a demotion shall retain reinstatement rights to their former salary or position for a period of four (4) years.

The Reinstatement List shall be used before any promotional or employment eligibility list is used. Faculty members reinstated to the same academic rank held at the time of layoff shall be paid at the rate to which they are entitled had they remained in service, but no credit shall be given toward progressive salary step increases or for promotional purposes for time during which the faculty member was laid off.

If a faculty member is offered reinstatement, their name shall be removed from the Reinstatement List if the offer is accepted, rejected, or not acknowledged within five (5) duty days following receipt of the offer. All offers of reinstatement shall be sent by certified mail with in-person delivery specified and a return receipt requested.

G. APPEAL OF LAYOFF

A faculty member who is given written notice of layoff may appeal such notice to the Board within twenty (20) calendar days of receipt of the notice if they believe that either a viable alternative exists that was not a part of the Plan or that the layoff procedure has been incorrectly applied.

The appeal must be in writing and must state specifically what other viable alternative exists or which provisions of the layoff procedure were incorrectly applied.

Appeals to the Board shall be heard according to GCC Board Policy 415.

ARTICLE XXII – DISTANCE EDUCATION

The Accrediting Commission for Community and Junior Colleges (ACCJC) requires institutions to formally request for program substantive change when courses are nearing 50% online of the entire program, and hence both the Local and the Board will convene to discuss this part of the agreement at such time, in consideration of Articles XXVII-Duration, XXIV-Sole Agreement, and any other Articles affected by the creation of this article addressing Distance Education.

ARTICLE XXIII – YEAR-ROUND EDUCATION (YRE)

The Board and the Local agree to convene as allowed for in Article XXIV-Sole Agreement at a mutually agreed upon date (members to be determined by Chief Negotiators) to consider the feasibility of and/or process for implementing Year–Round Education (YRE) that will include Fall, Spring, and Summer to address student completion of their chosen educational pathway.

ARTICLE XXIV – SOLE AGREEMENT

The provisions of this Agreement constitute the full, complete and sole Agreement between the Local and the Board.

This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary and mutual consent of the parties in a written and signed amendment to this Agreement. If either party to this Agreement desires to modify or amend any Article thereof, written notice will be given at least sixty (60) calendar days in advance, unless both parties agree to less notification. Any substantive change, alteration, addition, modification, deletion as mutually agreed upon by the Chief Negotiators will require a meeting of the negotiating teams to be held to determine any and all Articles affected by the changes desired and subject to Local ratification and Board approval.

This Agreement shall modify or replace, for members of the Bargaining Unit, the effect of any policies, rules, regulations, or procedures of the Board which shall be contrary to or inconsistent with any provisions of this Agreement, and shall supplement any policies, rules, regulations or procedures consistent therewith.

During the life of this Agreement if any laws or executive orders, rules and regulations or policies of the Board, or directives of the College President are enacted/promulgated that are related to any provision of this Agreement and that are beneficial to the faculty, such regulations, policies, or directives shall prevail.

Nothing in this Agreement shall require any party to take any action or do anything that will constitute a violation of the law.

The parties agree that neither the Board, nor any employee of the College, nor the Executive Council of the Local, nor any faculty member of the Local shall intentionally violate any provision of this Agreement.

The parties agree jointly to support any legislation or administrative action necessary to implement this Agreement.

ARTICLE XXV – SAVINGS CLAUSE

The provisions of this Agreement are severable, and if any provision of this Agreement is determined by a court or arbitrator of competent jurisdiction or agreed by the parties to be invalid, void, or unenforceable, this shall not affect the validity or enforceability of the remainder of this Agreement. The parties agree to negotiate in good faith as soon as possible for a proper amendment to this Agreement in the event any provision hereof is declared illegal, invalid, or unenforceable, subject to Local ratification and Board approval.

ARTICLE XXVI - MAINTENANCE OF OPERATIONS

It is recognized that the need for continued and uninterrupted operations of the College is of paramount importance and that there should be no interference with such operations.

Both parties recognize the duty and obligation to comply with the provisions of this Agreement.

The Local agrees that neither the Local, or any person acting on behalf of the Local, will cause, authorize, engage in, sanction, nor will any of its members take part in, at the request of the Local, a strike against the College, or the concerted failure to report for duty, or willful absence from their duties of employment. Nothing contained in this Agreement shall be construed to restrict or limit the Board or the Local in its right to seek and obtain such judicial relief as it may be entitled to have under law for any violation of this or any other Article, and to take such action as it deems necessary to discipline and/or discharge any employee for violation of this Article.

The Board agrees that with regard to a declared emergency and decision made therein, the Board will consult with the Local with regard to the effects upon this Agreement.

An emergency is considered an Act of God, a natural disaster, or other dire interruption of the College program (a dire interruption does not include strike by other employee organizations or students).

It may happen that a portion of this Agreement, in whole or in part, cannot be implemented or upheld as the result of the direct, immediate, and exclusive operation of the forces of nature, uncontrolled or uninfluenced by the power of humans, and without human intervention, which is of such a character that it could not have been prevented, or avoided by foresight or prudence.

Such forces of nature include, but are not limited to, wars, civil insurrection, health emergencies, earthquakes, typhoons, and the sudden illness or death of a person. In these cases, the Agreement still applies, but timelines may be altered by the circumstances.

ARTICLE XXVII – DURATION

The intent of Interest-Based Bargaining is to create a permanent collaborative relationship between the College's Faculty, Administration, and the Board. Therefore, the Board and the Local recognize that the spirit of this Agreement calls for a serious collaborative effort to work out issues that will arise in the implementation of this Agreement.

The life of this Agreement is defined as the beginning of Fall semester 2023, or upon approval by the Chief Negotiators of both parties, until the beginning of Fall semester 2029. This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary and mutual consent of the parties in a written and signed amendment to this Agreement. If either party to this Agreement desires to modify or amend any Article thereof, written notice will be given at least sixty (60) calendar days in advance, unless both parties agree to less notification.

This Agreement may be extended by mutual agreement. In the event that negotiations are not completed before the beginning of Fall semester 2029, this Agreement will remain in effect until a new Agreement is reached.

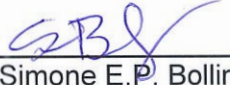
This Agreement may be modified or amended, as needed in accordance with Article XXIV-Sole Agreement. If either party gives such notice to the other, the parties shall meet to set up rules for negotiations to modify or amend the Agreement. Signed and entered:

FOR THE BOARD



Virginia C. Tudela, Ph.D.
Chief Negotiator
Date: 06/16/2023

FOR LOCAL 6476, AFT/AFL-CIO



Simone E.P. Bollinger
Chief Negotiator
Date: 06/16/2023

RATIFIED FOR THE BOARD
CIO



Frank P. Arriola
Chairperson, Board of Trustees
Date: 6/16/23

RATIFIED FOR LOCAL 6476, AFT/AFL-



Simone E.P. Bollinger
President, Local 6476, AFT/AFL-CIO
Date: 06-16-2023

ACKNOWLEDGEMENTS

The parties wish to acknowledge the participation and contributions of the following people to this Agreement.

FOR THE BOARD

Virginia C. Tudela, Ph.D., Chief Negotiator
Carlo M. Leon Guerrero (BOT)
Mary A.Y. Okada, Ed.D.
Michael L. Chan, Ed.D.
Pilar Perez Williams
Gerald A.B. Cruz
Apolline C. San Nicolas, SHRM-CP
Edwin E. Limtuatco

FOR THE LOCAL

Simone E.P. Bollinger, Chief Negotiator
Frederick P. Tupaz
Carl E. Torres II
Juanita "Tico" M. Tenorio, Ph.D.
Jonita Quenga Kerr
Sharon J. Oliveros
Norma R. Guerrero

FACULTY LOCAL REPRESENTATIVE

Barry L. Mead, CFBE, CHE

CONTRIBUTORS

Patricia M. Terlaje
Joachim P. Roberto

RECORDER

Marlena O. Pangelinan

MEDIATOR

Teri A. Daly, FMCS

APPENDICES

APPENDIX A

FACULTY JOB SPECIFICATIONS

DEFINITION OF TERMS FOR ALL FACULTY

The following definitions apply to the terms listed below as they appear in the Minimum Experience and Training Requirements for Faculty Ranks:

Agreement	Agreement Between The Guam Community College Faculty Union Local 6476 AFT/ AFL-CIO & The Board of Trustees, Guam Community College for Faculty.
High School Diploma	A traditional or adult high school diploma received from an accredited or recognized U.S. high school or equivalent including but not limited to home school or foreign high school with equivalent programs of instruction and comparable standards, or a diploma received from an equivalent high school diploma testing service (e.g. General Education Development testing program or "GED®", HiSET®, or other high school equivalency diploma) *
Industry Certification/License	The College continues to recognize the importance and value of industry certification/license and is continuously developing and updating processes for recognition of industry-specific certification credentials/licenses.
Journeyworker Certificate	A Certificate of Completion issued or recognized by the U.S. Department of Labor.
Associate's Degree	An Associate Degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Bachelor's Degree	A Bachelor's Degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Master's Degree	A Master's Degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Doctorate Degree	A Ph.D., Ed.D., J.D. or equivalent terminal degree issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*
Credit Hour	One unit of credit issued by a U.S. accredited or recognized postsecondary institution or a foreign school recognized by the country's education department or ministry with equivalent programs of instruction and comparable standards.*

	HR will accept credit hours listed on transcripts from accredited institutions.
Continuing Education Units (CEUs)	Four (4) CEUs equals one (1) semester credit. CEUs must be in the field or related area and must be recognized by the International Association for Continuing Education & Training.
Employment	Refer to Article XVII - Faculty Classification.
Teaching Experience	Refer to Article XVII - Faculty Classification.
Field of Study or Related Area	Refer to Article XVII - Faculty Classification.
Career and Technical Education (CTE) Programs	Organized educational programs which are directly related to the preparation of individuals for paid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.
CTE Methods Courses	Career and Technical Education (CTE)/Vocational Instructional Methods Courses which prepare instructors to teach skills for careers in the workplace.
Distance Education	The formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.
Teaching Online Certificate	A certificate accepted by the College which enables faculty to demonstrate knowledge mastery of online teaching. Areas of competency include instructional technologies, instructional design, pedagogy, andragogy, assessment, etc.
Academic Personnel	Academic personnel are defined as faculty and administrators (17GCA Chapter 31, subsection 31106).

*For additional information, please refer to the GCC HR Standard Operating Procedures Determining Acceptance of Educational Diplomas, Degrees, or Certificates.

NATURE OF WORK FOR INSTRUCTIONAL FACULTY

Faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments includes the duties and responsibilities described in the job specifications for each instructional faculty rank. Faculty are responsible for implementing the College curriculum within the limits of the resources provided.

ILLUSTRATIVE EXAMPLES OF WORK

The College makes an effort to integrate skills across the curriculum through effective instructional methods. The following examples are representative of the quality standards the College seeks to achieve, in keeping with ACCJC eligibility requirements and standards:

Student Affairs

- Participates in academic advising as stipulated in the Academic Advisor Handbook.
- Inputs record of advisement into the institution's adopted platform.
- Advises and supervises student organizations and activities.
- Maintains professional relationships with students.
- Participates in student registration and orientation.
- Refers students to support services, as necessary.
- Promotes student leadership skills.
- Assists students in attaining their academic and career goals.
- Assists students with job placement and/or transfer to a postsecondary institution.
- Participates in commencement to recognize student success and completion.

Leadership

- Initiates, develops, and organizes projects which significantly contribute to the interest of the College.
- Supervises work-study students.
- Collaborates with administrators and staff.
- Mentors other faculty.
- Serves on committees.
- Chairs committees.
- Assists colleagues in identifying and resolving campus concerns.
- Serves as department chairperson.
- Develops new programs and services.
- Writes program agreements and reports.

Assessment, Curriculum and Other Activities

- Participates in the College's assessment process.
- Participates in institutional program review.
- Uses assessment results to improve teaching and learning.
- Participates in the accreditation process.
- Develops and updates program and course guides.
- Reviews and provides input for the catalog and other College publications.
- Participates in the development or updating of the department's strategic programmatic plan.
- Assists with program management (budget, inventory, work orders, supplies, special funds, and others).
- Participates in College-related research.
- Participates in the promotions of College programs and recruitment of students.
- Coordinates with external agencies, advisory committees, apprenticeship, and Work Experience Programs.
- Develops and teaches courses through continuing education.

Professional Development

- Participates in faculty development activities.
- Attends conferences, workshops, webinars, and seminars.
- Presents at conferences, workshops, webinars, and seminars.
- Completes instructional methods courses or CTE methods courses.
- Completes courses or acquires certificates, certifications, and degrees.
- Maintains currency in the field (i.e., application of research and work experience to instructional activities).

Community Service

- Is involved in community service in the faculty's area of expertise or as it relates to the institution.
- Conducts workshops, seminars, outreach programs, and other events designed to meet the needs of special segments of the community.
- Advises and assists agencies.
- Serves on boards and commissions in the faculty's area of expertise or as it relates to the institution.

Teaching Responsibilities

- Uses many different tools to assess how students learn, as well as what students know, and uses this information to help all students advance from where they are to where they need to be.
- Engages students in active learning – debating; discussing; researching; writing; evaluating; experimenting; and constructing models, papers, and products, in addition to listening to and reading information, watching demonstrations, and practicing skills.
- Makes their expectations for high-quality work clear and provides models of student work that meet those expectations.
- Provides feedback that helps students improve as they revise their work towards those expectations.
- Designs and manages a well-functioning, respectful classroom that allows students to work productively.
- Collaborates with other teachers and administrators to create a seamless curriculum and a supportive environment throughout the school.
- Provides instruction utilizing various teaching methods, support media and other materials to supplement presentations.
- Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes.
- Participates in the assessment of instructional effectiveness.
- Develops, reviews, modifies, and uses instructional materials and methods for students with learning difficulties.
- Utilizes student evaluation results for instructional improvement.
- Integrates course content with other disciplines.
- Utilizes effective teaching/learning processes and outcomes in courses and programs.
- Prepares course syllabi.
- Demonstrates currency in content knowledge in the field as reflected in course syllabi and instruction.
- Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.

DUTIES AND RESPONSIBILITIES FOR INSTRUCTIONAL FACULTY RANKS

EMERGENCY INSTRUCTOR

Appointment to this position is on a limited-term basis and is valid for not more than one (1) academic year at a time to meet the emergency needs of the College.

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Emergency Instructor. Some activities may overlap in more than one (1) area.

Under close supervision by the Dean and regular consultation with the Department Chair:

1. Conducts courses of instruction:
 - Follows syllabus and lesson plans.
 - Provides effective instruction.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Assigns grades and maintains course and student records.
2. Maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
3. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Prepares requests for books and equipment.
4. Is accessible for student consultation:
 - Maintains office hours for postsecondary classes.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR EMERGENCY INSTRUCTOR

1. An Associate's degree in the field of study or related area;
OR
2. A high school diploma, plus professional certification or license (i.e. Journeyworker Certificate) from a recognized organization in the field, with a minimum of six (6) years of employment, four (4) of which must be in the field of study or related area;
OR
3. A high school diploma, with a minimum of ten (10) years of employment in the field of study or related area.

ASSISTANT INSTRUCTOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Assistant Instructor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe and submits work orders, as needed.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Prepares schedules.
 - Maintains inventory of assigned books and equipment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Prepares requests for books and equipment.
 - Participates in department assessment.
 - Reviews and revises curriculum.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Maintains advisement notes using institutionally adopted/approved methods.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT INSTRUCTOR

An Associate's degree (or higher). A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);OR
 - b) Six (6) credit hours in CTE methods (relevant certifications may apply);OR
 - c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. An Associate's degree in the field of study or related area; a professional certification or license from a recognized organization in the field; four (4) years of employment in the field of study or related area;
PLUS (a), (b), or (c) below:

ASSISTANT INSTRUCTOR

Initials:  
VCT SEB
2023

- a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

- b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

- c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

- 3. *A high school diploma; professional certification or license (i.e. Journeyworker Certificate) from a recognized organization in the field; six (6) years of employment in the field of study or related area. PLUS (a), (b), or (c) below:

- a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

- b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

- c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

*As a condition of employment, a degree must be completed within three years upon hiring. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

INSTRUCTOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Instructor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Participates in department assessment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Reviews and revises curriculum.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR INSTRUCTOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
 - OR
2. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; AND (a), (b), or (c) below:
 - (a) Eighteen (18) credit hours beyond the Bachelor's degree in the field of study or related area;
 - OR

INSTRUCTOR

Initials:  
VCT SEB
2023

(b) Six (6) credit hours beyond the Bachelor's degree in a related area and three (3) years of employment in the field of study or related area;

OR

(c) Six (6) years of employment in the field of study;

PLUS (i), (ii), or (iii) below: (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Assistant Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

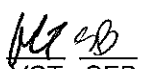
1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Reviews, writes or revises curriculum documents.
 - Participates in department assessment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.
 - May serve as a mentor in the College's mentoring program as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSISTANT PROFESSOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; four (4) years of employment in the field of study or related area with two (2) years of which must have

ASSISTANT PROFESSOR

Initials: 
VCT SEB
2023

been at the Instructor level or equivalent (e.g., postsecondary adjunct, AP courses, and/or adult learners, and must be equivalent to full-time employment);

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; two (2) years at the Instructor level or equivalent;

AND (a) or (b) below:

(a) Twenty-four (24) credit hours, with a minimum of twelve (12) credit hours at the upper division or graduate level in the field of study or related area;

OR

(b) Twelve (12) credit hours in the field of study or related area, and six (6) years of employment in the field of study or related area;

PLUS (i), (ii), or (iii) below (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

4. *An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area; and three (3) years at the Instructor level or equivalent;

PLUS (a), (b), or (c) below (Note: This requirement may be fulfilled within the degree.):

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

*FOR ADVANCEMENT ONLY: The Bachelor's degree must be completed within three (3) years upon attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of an Associate Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Reviews, writes or revises curriculum documents.
 - Participates in department assessment.
 - Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - Participates in the promotions of College programs and recruitment of students.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - May serve as a mentor in the College's mentoring program as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR ASSOCIATE PROFESSOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; three (3) years experience at the Assistant Professor level.
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; fifteen (15) credit hours of upper division to include nine (9) credit hours at the graduate level earned after the granting of the Master's degree; six (6) years of employment in the field of study or related area with four (4) years of which must have been at the Assistant Professor level;

ASSOCIATE PROFESSOR

Initials: 
VCT SEB
2023

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods
(relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods
(relevant certifications may apply);

OR

3. *A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area;
thirty-six (36) credit hours of coursework at the upper division or graduate level in field of study or
related area, of which eighteen (18) credit hours must be at the graduate level; twelve (12) years of
employment in the field of study or related area four (4) years of which must have been at the
Assistant Professor level;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods
(relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods.

*FOR ADVANCEMENT ONLY: The Master's degree must be completed within three (3) years upon
attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for
Academic Affairs.

PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Conducts courses of instruction:
 - Prepares syllabi using the institutionally approved syllabi checklist and plans lessons.
 - Follows curriculum documents.
 - Provides effective instruction.
 - Teaches current information in the field.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
 - Maintains a high standard of teaching.
 - Provides leadership and assistance to colleagues in becoming more effective teachers.
 - Assigns grades and maintains records of student attendance and authentication utilizing institutionally adopted/approved methods.
2. Supports department activities:
 - Participates in department meetings.
 - Maintains inventory of assigned books and equipment.
 - Reviews, writes or revises curriculum documents.
 - Participates in department assessment.
 - Participates in the promotions of College programs and recruitment of students.
 - Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
3. Assists in student advisement:
 - Advises assigned students.
 - Is accessible for student consultation.
 - Maintains office hours for postsecondary classes.
 - May advise student activities or organizations.
 - Maintains advisement notes using institutionally adopted/approved methods.
4. Participates in professional development:
 - Participates in relevant professional development activities.
 - Provides leadership in professional development projects.
 - May publish books or articles relevant to their field.
 - May serve as a mentor in the College's mentoring program as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR PROFESSOR

A Master's degree is the minimum requirement for faculty teaching college-level courses in English, Mathematics, Social Science, and Science. A Teaching Online certification (as recognized by the College) is the minimum requirement for faculty teaching Distance Education courses.

1. A Doctoral degree, with at least eighteen (18) credit hours in the field of study or related area; eight (8) years of employment in the field of study or related area with four (4) years of which must have been at the Associate Professor level;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

PROFESSOR

Initials: key 9B
VCT SEB
2023

2. A Master's degree, with at least eighteen (18) credit hours in the field of study or related area; thirty (30) credit hours of related college credits after the granting of the Master's degree, to include fifteen (15) credit hours at the graduate level; eight (8) years of employment in the field of study or related area, of which five (5) years must have been at the Associate Professor level;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
OR
(b) Six (6) credit hours in CTE methods (relevant certifications may apply);
OR
(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

NATURE OF WORK FOR NON-INSTRUCTIONAL FACULTY

Non-instructional faculty work is comprised of work assignments scheduled by the College and individual faculty members. Faculty work assignments include the duties and responsibilities described in the job specifications for each non-instructional faculty rank. Faculty are responsible for implementing the College curriculum within the limits of the resources provided.

ILLUSTRATIVE EXAMPLES OF WORK

The College makes an effort to integrate skills across the curriculum through effective non-instructional methods. The following examples are representative of the quality standards the College seeks to achieve, in keeping with ACCJC eligibility requirements and standards:

Student Affairs

- Participates in academic advising as stipulated in the Academic Advisor Handbook.
- Inputs record of advisement into the institution's adopted platform.
- Advises and supervises student organizations and activities.
- Maintains professional relationships with students.
- Participates in student registration and orientation.
- Refers students to support services as necessary.
- Promotes student leadership skills.
- Assists students in attaining their academic and career goals.
- Assists students with job placement and/or transfer to a postsecondary institution.
- Participates in commencement to recognize student success and completion.

Leadership

- Initiates, develops, and organizes projects which significantly contribute to the interest of the College.
- Supervises work-study students.
- Collaborates with administrators and staff.
- Mentors other faculty.
- Serves on committees.
- Chairs committees.
- Assists colleagues in identifying and resolving campus concerns.
- Serves as department chairperson.
- Develops new programs and services.
- Writes program agreements and reports.

Assessment, Curriculum and Other Activities

- Participates in the College's assessment process.
- Participates in institutional program review.
- Uses assessment results to improve teaching and learning.
- Participates in the accreditation process.
- Develops and updates program and course guides.
- Reviews and provides input for the catalog and other College publications.
- Participates in the development or updating of the department's strategic plan.
- Assists with program management (budget, inventory, work orders, supplies, special funds, and others).
- Participates in College-related research.
- Participates in the promotions of College programs and recruitment of students.
- Coordinates with external agencies, advisory committees, apprenticeship, and Work Experience Programs.
- Develops and teaches courses through continuing education.

Professional Development

- Participates in faculty development activities.
- Attends conferences, workshops, webinars, and seminars.
- Presents at conferences, workshops, webinars, and seminars.
- Completes instructional methods courses or CTE methods courses.
- Completes courses or acquires certificates, certifications, and degrees.
- Maintains currency in the field (i.e. application of research and work experience to non-instructional activities).

Community Service

- Is involved in community service in the faculty's area of expertise or as it relates to the institution.
- Conducts workshops, seminars, outreach programs, and other events designed to meet the needs of special segments of the community.
- Advises and assists agencies.
- Serves on boards and commissions in the faculty's area of expertise or as it relates to the institution.

ILLUSTRATIVE EXAMPLES OF WORK FOR SPECIFIC NON-INSTRUCTIONAL FACULTY

STUDENT SUCCESS COORDINATOR

Recruitment and Academic Planning

- Coordinates resources for on-campus recruitment activities for prospective students.
- Works with other College departments to acquire resources for high school recruitment activities.
- Works with Assessment, Institutional Effectiveness & Research (AIER) and departments to identify and provide recommendations to address course sequencing issues in program documents to ensure students complete their programs of study (Associates/Certificates) in a timely manner.
- Monitors early warning or other information gathering protocols to observe students' academic progress; communicates with academic advisors, and supports departments to implement collaborative efforts toward student success.

Retention

- Works with departments in supporting retention/completion programs.
- As part of an early alert system, provides student stop-out data to department chairs every fall/spring semester.

Transition/Completion

- Coordinates the transition of secondary students (i.e., Dual Credit Articulated Programs of Study (DCAPS) to postsecondary and the transition of postsecondary students to four (4) year institutions and/or employment.
- Works with AIER and departments to identify and provide completion and employment data.

WORK EXPERIENCE COORDINATOR

IS AN ACADEMIC PERSONNEL WITH THE HIRING/PLACEMENT PREFERENCES GIVEN TO FACULTY

- Provides opportunities for high school students to participate in an organized, monitored, and evaluated Work Experience Program related to their program of study.
- Recruits students to participate in the Work Experience Program.
- Meets with employers to inform and discuss the Work Experience Program and students' needs and progress.
- Reviews and processes applications for students interested in the Work Experience Program.
- Develops and coordinates learning/training sites for Work Experience students with employer and instructor input.
- Monitors, counsels, and advises Work Experience students at the training site.
- Organizes and conducts instruction in line with the College's mission based on programmatic requirements, course guides, performance objectives, student needs, and assessment outcomes.
- Provides feedback on assignments, projects and evaluations concerning the Work Experience Program.
- Assigns grades to Work Experience students and submits to appropriate GDOE personnel for input into students' records.
- Meets with industry/government, and community organizations such as: Guam Hotel & Restaurant Association, Guam Contractors Association, Department of Labor, Agency for Human Resource Development and others to establish training and capacity building initiatives, and to coordinate activities for student Work Experience.
- Develops Training Agreements, Training Plans, and Memoranda of Agreements to facilitate training opportunities.

- Assists students with their resumes and interviewing skills.
- Promotes the Work Experience Program to the employers via community outreach including social media posts.
- Ensures that students' Work Experience responsibilities are aligned with CTE program curriculum.
- Ensures quality work experiences for students by assisting employers in developing positions which are related to CTE program curriculum.

SCHOOL HEALTH COUNSELOR

- Provides first aid and nursing interventions for health emergencies, illnesses and injuries that occur on-campus.
- Educates and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
- Develops and revises Health Services Center's policies, procedures, and standing orders
- Maintains communication with the medical director, as necessary, on the health operations of the Center.
- Coordinates utilization of existing health resources to provide appropriate care of clients and makes necessary referrals to parents (for minor clients), school personnel and community health resources for intervention, remediation, and follow through.
- Coordinates health screening programs of students in accordance with public law and school policy, and provides follow-up services when indicated. This includes conducting health clearances for school enrollment.
- Serves as a resource to employees and students on health issues. This includes serving as a health liaison among school, home, and the community and providing health instruction.
- Coordinates health audit, prepares and submits statistical reports to the Tuberculosis and Immunization Programs of the Department of Public Health and Social Services as required.

LIBRARIAN

- Provides reference services to students, employees, and community users.
- Provides GCC Learning Resource Center (LRC) orientation and bibliographic instruction to individuals and classes.
- Serves as faculty liaison for collection development.
- Collaborates with other librarians in collection development.
- Develops information literacy curriculum units for subject areas, general education requirements, and career and technical programs.
- Coordinates library displays and publicizes library programs.
- Collaborates in maintaining and developing the library website.
- Serves as database manager for the automated library system including the administration, cataloging, circulation, Online Public Access Catalog (OPAC), and library portal modules.
- Catalogs and classifies print and non-print materials using the automated library system.
- Manages the circulation services of LRC.

CAREER COUNSELOR

Postsecondary

- Provides counselor intervention services to students.
- Provides pre-enrollment counseling to students.
- Provides individual and group career counseling to current and prospective students.

ILLUSTRATIVE EXAMPLES OF WORK FOR SPECIFIC NON-INSTRUCTIONAL FACULTY Initials: *but* *2B*

VCT SEB
2023

- Provides educational planning strategies to students.
- Provides limited preventive and developmental personal counseling.
- Participates in department planning sessions to review, evaluate, and develop services and activities.
- Coordinates student college testing programs.
- Coordinates a multiple intervention process to ensure the educational, personal, and social developmental needs and concerns of the students are addressed.
- Coordinates student referrals to appropriate professionals, programs, and/or services in the community.
- Coordinates college career development and guidance events (i.e., needs assessment-based workshops and presentations, career fairs).
- Participates in outreach programs related to career development, guidance, and recruitment.

Secondary

- Assists with appropriate placement and retention of students in secondary Career and Technical Education (CTE) programs.
- Provides counselor intervention services to students relative to secondary CTE programs.
- Utilizes the secondary student information system for the purpose of student scheduling and reporting.
- Provides data and reports key findings, as appropriate and requested.
- Conducts activities that promote college and career readiness.
- Coordinates elective fairs/promotional activities and conducts recruitment presentations for prospective secondary CTE students.
- Provides career counseling and advisement services to CTE students.
- Provides secondary CTE students with limited supportive counseling, making referrals to GDOE, GCC, and community resources, as appropriate.
- Coordinates with other GCC secondary faculty on enrollment, student concerns, data collection, activity, and event planning.
- Collaborates with GDOE counselors to recruit, place and retain students, using the secondary student information system, as appropriate.
- Coordinates with secondary site personnel (i.e. Consulting Resource Teachers, administrators, aides) to address GCC secondary program student needs.
- Provides assistance to GCC and community resources in their efforts to serve secondary CTE students.
- Participates in department planning sessions to review, evaluate, and develop services and activities.

(b) Six (6) credit hours beyond the Bachelor's degree in a related area and three (3) years of employment in the field of study or related area;

OR

(c) Six (6) years of employment in the field of study;

PLUS (i), (ii), or (iii) below: (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

DUTIES AND RESPONSIBILITIES FOR NON-INSTRUCTIONAL FACULTY RANKS

NON-INSTRUCTIONAL INSTRUCTOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Instructor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
2. Supports institutional activities at the unit level:
 - Participates in department meetings at the unit level.
 - Maintains inventory of assigned resources and equipment.
 - Requests for resources and equipment.
 - Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - May review and revise curriculum.
 - Participates in institutional assessment activities.
 - Participates in the promotions of College programs, recruitment of students, and/or other College activities.
 - Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
 - May advise assigned students.
 - Is accessible for student consultation.
 - Maintains office hours.
 - May advise student activities or organizations.
 - Maintains record of advisement using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
 - Completes courses necessary for advancement.
 - Participates in relevant professional development activities.
 - Participates in the College's mentoring program during their first two (2) years of employment with the College.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL INSTRUCTOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Master's degree with at least eighteen (18) credit hours in the field of study or related area;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area;
AND (a), (b), or (c) below:
 - (a) Eighteen (18) credit hours beyond the Bachelor's degree in the field of study or related area;OR

NON-INSTRUCTIONAL ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Assistant Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
Maintains a high standard of work performance.
2. Supports institutional activities at the unit level:
Participates in department meetings at the unit level.
Maintains inventory of assigned resources and equipment.
Requests for resources and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
Assumes a leadership role in department assessment and program evaluation.
Participates in the promotions of College programs, recruitment of students, and/or other College activities.
May review, write or revise curriculum documents.
Participates in institutional assessment activities.
Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
May advise assigned students.
Is accessible for student consultation.
Maintains office hours.
May advise student activities or organizations.
Maintains record of advisement using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
Completes courses necessary for advancement.
Participates in relevant professional development activities.
Participates in the College's mentoring program during their first two (2) years of employment with the College.
May serve as a mentor in the College's mentoring program, as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSISTANT PROFESSOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
OR
(b) Six (6) credit hours in CTE methods (relevant certifications may apply);
OR
(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; four (4) years of employment in the field of study or related area with two (2) years of which must have been at the Instructor level or equivalent;

NON-INSTRUCTIONAL ASSISTANT PROFESSOR

Initials:  
VCT SEB
2023

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; two (2) years at the Instructor level or equivalent;

AND (a) or (b) below:

(a) Twenty-four (24) credit hours, with a minimum of twelve (12) credit hours at the upper division or graduate level in the field of study or related area;

OR

(b) Twelve (12) credit hours in the field of study or related area, and six (6) years of employment in the field of study or related area;

PLUS (i), (ii), or (iii) below: (Note: This requirement may be fulfilled within the degree.)

(i) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(ii) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(iii) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

4. *An Associate's degree in the field of study or related area; a current professional certification or license from a recognized organization in the field; eight (8) years of employment in the field of study or related area; and three (3) years at the Instructor level or equivalent;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

*FOR ADVANCEMENT ONLY: The Bachelor's degree must be completed within three (3) years upon attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Associate Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
Maintains a high standard of work performance.
2. Supports institutional activities at the unit level:
Participates in department meetings at the unit level.
Maintains inventory of assigned resources and equipment.
Requests for resources and equipment.
Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
Assumes a leadership role in department assessment and program evaluation.
Participates in the promotions of College programs, recruitment of students, and or other College activities.
May review, write, or revise curriculum documents.
Participates in institutional assessment activities.
Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
May advise assigned students.
Is accessible for student consultation.
Maintains office hours.
May advise student activities or organizations.
Maintains advisement notes using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
Completes courses necessary for advancement.
Participates in relevant professional development activities.
May serve as a mentor in the College's mentoring program, as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Doctoral degree with at least eighteen (18) credit hours in the field of study or related area; three (3) years experience at the Assistant Professor level.
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
OR
(b) Six (6) credit hours in CTE methods (relevant certifications may apply);
OR
(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
OR
2. A Master's degree with at least eighteen (18) credit hours in the field of study or related area; fifteen (15) credit hours of upper division to include nine (9) credit hours at the graduate level earned after the granting of the Master's degree; six (6) years of employment in the field of study or related area with four (4) years of which must have been at the Assistant Professor level;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);

OR

3. *A Bachelor's degree with at least eighteen (18) credit hours in the field of study or related area; thirty-six (36) credit hours of coursework at the upper division or graduate level in field of study or related area, of which eighteen (18) credit hours must be at the graduate level; twelve (12) years of employment in the field of study or related area four (4) years of which must have been at the Assistant Professor level;

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods.

* FOR ADVANCEMENT ONLY: The Master's degree must be completed within three (3) years upon attainment of rank. Any timeline beyond three (3) years must be approved by the Vice President for Academic Affairs.

NON-INSTRUCTIONAL PROFESSOR

Among the "Illustrative Examples of Work," the following are the minimum duties and responsibilities of a Non-Instructional Professor. Some activities may overlap in more than one (1) area.

Under general supervision by the Dean and in consultation with the Department Chair:

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job titles.
 - Maintains a high standard of work performance.
 - Provides leadership and assistance to colleagues in becoming more effective.
2. Supports institutional activities at the unit level:
 - Participates in department meetings at the unit level.
 - Maintains inventory of assigned resources and equipment.
 - Participates in the promotions of College programs, recruitment of students, and/or other College activities.
 - Assumes a leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.
 - May review, write, or revise curriculum documents.
 - Participates in institutional assessment activities.
 - Ensures that work areas are neat and safe, and submits work orders, as needed.
3. May assist in student advisement:
 - May advise assigned students.
 - Is accessible for student consultation.
 - Maintains office hours.
 - May advise student activities or organizations.
 - Maintains record of advisement using institutionally adopted/approved methods, as applicable.
4. Participates in professional development:
 - Participates in relevant professional development activities.
 - Provides leadership in professional development projects.
 - May publish books or articles relevant to their field.
 - May serve as a mentor in the College's mentoring program, as needed.
5. May perform community service in their area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL PROFESSOR

A Master's degree is the minimum requirement for librarians and career counselors. The Guam Board of Nurse Examiners' Registered Nurse License is the minimum requirement for school health counselor.

1. A Doctoral degree, with at least eighteen (18) credit hours in the field of study or related area; eight (8) years of employment in the field of study or related area with four (4) years of which must have been at the Associate Professor level;
PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)
 - (a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);
 - OR
 - (b) Six (6) credit hours in CTE methods (relevant certifications may apply);
 - OR
 - (c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply);
- OR
2. A Master's degree, with at least eighteen (18) credit hours in the field of study or related area; thirty (30) credit hours of related college credits after the granting of the Master's degree, to include fifteen (15) credit hours at the graduate level; eight (8) years of employment in the field of study or related area, of which five (5) years must have been at the Associate Professor level;

NON-INSTRUCTIONAL PROFESSOR

Initials:  
VCT SEB
2023

PLUS (a), (b), or (c) below: (Note: This requirement may be fulfilled within the degree.)

(a) Six (6) credit hours in education, inclusive of three (3) credit hours in education methods (relevant certifications may apply);

OR

(b) Six (6) credit hours in CTE methods (relevant certifications may apply);

OR

(c) Relevant professional certification and three (3) credit hours in education or CTE methods (relevant certifications may apply).

APPENDIX B

FACULTY EVALUATION RUBRICS

INSTRUCTIONAL FACULTY (POSTSECONDARY AND SECONDARY)

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.				
	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Instructional Delivery	The faculty member does the following elements: (Evidence includes Record of Classroom Observation and syllabi.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: (Evidence includes Record of Classroom Observation and syllabi.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Evidence includes Record of Classroom Observation and syllabi.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Evidence includes Record of Classroom Observation and syllabi.)
	1. Communicates purpose and objectives of lesson clearly and effectively.	1. Demonstrates knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.	1. Demonstrates knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.	1. Demonstrates knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.
	2. Shows respect for students.	2. Presents in a professional, clear, and engaging manner.	2. Presents in a professional, clear, and engaging manner.	2. Presents in a professional, clear, and engaging manner.
	3. Includes a range of activities appropriate to the course.	3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.
	4. Effectively paces activities.	4. Appears to have built a strong classroom environment of collegiality and respect.	4. Appears to have built a strong classroom environment of collegiality and respect.	4. Appears to have built a strong classroom environment of collegiality and respect.
	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 control of classroom environment and keeps students on task. (Secondary only)			
	8. Submits course syllabi to the Department Chair prior to the first day of class in the institution's approved format.			
	9. Provides students with a course syllabus on the first day of class.			
	10. Uses updated multiple assessment strategies/tools.			
	11. Incorporates professional standards, student learning outcomes (SLOs), and course goals in the syllabi.			
	12. Follows course guides including prescribed resources.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Course Management	The faculty member does the following elements: (Evaluators will utilize institutional resources to determine if the following are met; the faculty member only provides evidence if requested.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)

	1. Maintains approved class meeting times, duration, and location.	1. Provides opportunities for students to apply curriculum in an external environment.	1. Provides opportunities for students to apply curriculum in an external environment.	1. Provides opportunities for students to apply curriculum in an external environment.
	2. Makes every effort to return graded tests within one (1) week.	2. Directs and/or provides tutorial sessions outside office hours and classroom time or other GDOE designated times.	2. Directs and/or provides tutorial sessions outside office hours and classroom time or other GDOE designated times.	2. Directs and/or provides tutorial sessions outside office hours and classroom time or other GDOE designated times.
	3. When requested or required, provides an individual student intra-term progress report in a timely manner.	3. Directs/coaches competitive teams and/or publicly showcases student mastery of student learning outcomes (SLOs) to an external audience.	3. Directs/coaches competitive teams and/or publicly showcases student mastery of student learning outcomes (SLOs) to an external audience.	3. Directs/coaches competitive teams and/or publicly showcases student mastery of student learning outcomes (SLOs) to an external audience.
	4. Submits grades in accordance with the GCC or GDOE Academic Calendar.	4. Identifies web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines).	4. Incorporates web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines).	4. Assesses the effectiveness of web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines).
	5. Maintains accurate records to document student performance.	5. Participates actively and regularly in workforce advisory committee meetings or industry organization meetings.	5. Participates actively and regularly in workforce advisory committee meetings or industry organization meetings.	5. Participates actively and regularly in workforce advisory committee or industry organization meetings.
	6. Maintains records of student, grades, attendance and authentication utilizing institutionally adopted/approved methods or GDOE system.	6. Revises a course (if multiple authors, provide evidence of contribution).	6. Revises a course (if multiple authors, provide evidence of contribution).	6. Revises a course (if multiple authors, provide evidence of contribution).

	7. Maintains & submits inventory of equipment, as applicable.	7. Develops a new course (if multiple authors, provide evidence of contribution).	7. Develops a new course (if multiple authors, provide evidence of contribution).	7. Develops a new course (if multiple authors, provide evidence of contribution).
	8. Provides emergency lesson plans, as needed. (Secondary only)	8. Collaborates with internal/external resources to address student success (Accommodative Services, discipline, workshops, speakers, etc.).	8. Collaborates with internal/external resources to address student success (Accommodative Services, discipline, workshops, speakers, etc.).	8. Collaborates with internal/external resources to address student success (Accommodative Services, discipline, workshops, speakers, etc.).
	9. Collaborates with teachers and other stakeholders in schools. (Minimum requirement found in optional element)	9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee.	9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee.	9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee.
	10. Assists colleagues in identifying and resolving concerns. (Minimum requirement found in optional element)	10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee/department with general education related data/expertise to enhance students' career readiness.	10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee/department with general education related data/expertise to enhance students' career readiness.	10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee/department with general education related data/expertise to enhance students' career readiness.
	11. Is able to deal with changing situations when necessary (i.e., natural disasters, classroom changes, school moves, etc.).	11. Teaches a course outside of the faculty's discipline to meet an institutional/industry need.	11. Teaches a course outside of the faculty's discipline to meet an institutional/industry need.	11. Teaches a course outside of the faculty's discipline to meet an institutional/industry need.
		12. Teaches a distance education course for the first time using the institution's adopted guidelines.	12. Teaches a distance education course for the first time using the institution's adopted guidelines.	12. Teaches a distance education course for the first time using the institution's adopted guidelines.
		13. Provides additional time to meet with students outside of office hours/instructional time.	13. Provides additional time to meet with students outside of office hours/instructional time.	13. Provides additional time to meet with students outside of office hours/instructional time.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	1. Completes department data collection/submission assignments for each semester for program and/or course assessment, in line with the institutional assessment and curriculum cycle, OR Completes a curriculum review/update for a course/program adhering to deadlines as specified in the institutional assessment and curriculum cycle.	Completes one (1) additional curriculum review/update for a course/program adhering to deadlines as specified in the institutional assessment and curriculum cycle.	Completes two (2) additional curriculum reviews/updates for a course/program adhering to deadlines as specified in the institutional assessment and curriculum cycle.	In addition to meeting the criteria for <i>Satisfactory</i> , completes all other department assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle, OR Completes three (3) additional curriculum review/updates for a course/program adhering to deadlines as specified in the institutional assessment and curriculum cycle.
	2. Attends Convocation and faculty meetings scheduled by the College President or Vice President for Academic Affairs.			
	3. Participates in department meetings.			
	4. Consults with external entities and/or professionals.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: completes a higher degree in discipline

			(Elements may be used multiple times.)	or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification; publishes a book via a publishing company; OR,
	1. For non-degreed faculty, completes a three (3) credit course necessary for promotion or advancement.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	Three (3) of the following elements below: (Elements may be used multiple times.) 1. Completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.
	2. For degreed faculty, participates in one (1) discipline or education area professional development activity or credited course.	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)
	3. Maintains current information in the field. (May not apply to Non-CTE)	3. Participates in one (1) additional discipline, technology, or education area professional	3. Participates in one (1) additional discipline, technology, or education area professional	3. Participates in one (1) additional discipline, technology, or education area professional

4. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	development activity. (For Degreed Faculty)	development activity. (For Degreed Faculty)	development activity. (For Degreed Faculty)
	4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	4. Holds an office/position in a professional organization.	4. Holds an office/position in a professional organization.
	5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
	6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.
	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.
	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.
	11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
	12. Participates in one (1) additional discipline,	12. Implements strategies from discipline, technology,	12. Implements strategies from discipline, technology,

		technology, or education area professional development activity.	or education area professional development activity.	or education area professional development activity.
		13. Implements a new strategy from a training, webinar, etc. on social and emotional skills.	13. Implements a new strategy from a training, webinar, etc. on social and emotional skills.	13. Implements a new strategy from a training, webinar, etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Participates in formal student academic advisement using the institution's adopted platform or GDOE's advisement tool.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).
	2. Maintains office hours (postsecondary) or is accessible for student consultation (secondary).	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.
	3. Participates in a promotion of GCC programs and/or recruitment of students.	3. Creates a local employment directory of occupations for program majors.	3. Creates a local employment directory of occupations for program majors.	3. Creates a local employment directory of occupations for program majors.
		4. Serves as an advisor to a student organization.	4. Serves as an advisor to a student organization.	4. Serves as an advisor to a student organization.
		5. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	5. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	5. Participates in or organizes a promotion of GCC programs and/or recruitment of students.

		6. Participates in an institution or site school recognized student mentoring program.	6. Participates in an institution or site school recognized student mentoring program.	6. Participates in an institution or site school recognized student mentoring program.
		7. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	7. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	7. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		8. Serves as an advisor for a student activity.	8. Serves as an advisor for a student activity.	8. Serves as an advisor for a student activity.
		9. Takes additional steps to ensure a positive and safe learning environment.	9. Takes additional steps to ensure a positive and safe learning environment.	9. Takes additional steps to ensure a positive and safe learning environment.
		10. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	10. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	10. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.
	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.

	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.
	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.
	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean) and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.
	2. Chairs or co-chairs a significant institutional event, special program,	2. Chairs or co-chairs a significant institutional event, special program,	2. Chairs or co-chairs a significant institutional event, special program,	2. Chairs or co-chairs a significant institutional event, special program,

	project, contest, taskforce, or similar activity.	project, contest, taskforce, or similar activity.	project, contest, taskforce, or similar activity.	project, contest, taskforce, or similar activity.
	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.
	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).
	7. Is helpful in preventing and resolving conflicts.	7. Is helpful in preventing and resolving conflicts.	7. Is helpful in preventing and resolving conflicts.	7. Is helpful in preventing and resolving conflicts.
	8. Applies, receives, or manages a grant or program agreement.	8. Applies, receives, or manages a grant or program agreement.	8. Applies, receives, or manages a grant or program agreement.	8. Applies, receives, or manages a grant or program agreement.
	9. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	9. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	9. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	9. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.

INSTRUCTIONAL FACULTY EVALUATION RUBRICS

Initials:  
VCT SEB
2023

	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.
	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.
	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.
	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	7. Supervises work-study students.	7. Supervises work-study students.	7. Supervises work-study students.	7. Supervises work-study students.
	8. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	8. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	8. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	8. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).
	9. Serves on committees for which compensation is not received.	9. Serves on committees for which compensation is not received.	9. Serves on committees for which compensation is not received.	9. Serves on committees for which compensation is not received.
	10. Assists colleagues in identifying and resolving concerns.	10. Assists colleagues in identifying and resolving concerns.	10. Assists colleagues in identifying and resolving concerns.	10. Assists colleagues in identifying and resolving concerns.

	11. Participates in the development of innovative programs or services.	11. Participates in the development of innovative programs or services.	11. Participates in the development of innovative programs or services.	11. Participates in the development of innovative programs or services.
	12. Takes an active role in program and course articulation.	12. Takes an active role in program and course articulation.	12. Takes an active role in program and course articulation.	12. Takes an active role in program and course articulation.
	13. Holds an office/position in a professional organization.	13. Holds an office/position in a professional organization.	13. Holds an office/position in a professional organization.	13. Holds an office/position in a professional organization.
	14. Chairs or co-chairs a significant institutional event.	14. Chairs or co-chairs a significant institutional event.	14. Chairs or co-chairs a significant institutional event.	14. Chairs or co-chairs a significant institutional event.

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS.

NON-INSTRUCTIONAL FACULTY- LIBRARIAN

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.				
	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Direct Services	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement.	1. Demonstrates knowledge of current methodology in library sciences.	1. Demonstrates knowledge of current methodology in library sciences.	1. Demonstrates knowledge of current methodology in library sciences.
	2. Provides GCC Learning Resource Center - (LRC) orientation and bibliographic instruction to classes.	2. Provides an additional GCC Learning Resource Center (LRC) orientation and bibliographic instruction to classes.	2. Provides an additional GCC Learning Resource Center (LRC) orientation and bibliographic instruction to classes.	2. Provides an additional GCC Learning Resource Center (LRC) orientation and bibliographic instruction to classes.
	3. Makes referrals when necessary.	3. Provides follow-up assistance and/or resources to LRC patrons.	3. Provides follow-up assistance and/or resources to LRC patrons.	3. Provides follow-up assistance and/or resources to LRC patrons.
	4. Utilizes resources and various tools for program services and activities.	4. Provides student-centered services in a professional, clear, and engaging manner.	4. Provides student-centered services in a professional, clear, and engaging manner.	4. Provides student-centered services in a professional, clear, and engaging manner.
		5. Collaborates with internal/external resources to address student success (Accommodative Services, other librarians, etc.)	5. Collaborates with internal/external resources to address student success (Accommodative Services, other librarians, etc.)	5. Collaborates with internal/external resources to address student success (Accommodative Services, other librarians, etc.)
		6. Develops a new library display.	6. Develops a new library display.	6. Develops a new library display.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design and Management	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements:
	1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources.	1. Expands library collection and other resources.	1. Expands library collection and other resources.	1. Expands library collection and other resources.
	2. Collaborates with internal and external stakeholders to address program development.	2. Creates new or expands existing information literacy curriculum units for subject areas, general education requirements and career and technical programs.	2. Creates new or expands existing information literacy curriculum units for subject areas, general education requirements and career and technical programs.	2. Creates new or expands existing information literacy curriculum units for subject areas, general education requirements and career and technical programs.
	3. Maintains accurate records to document stakeholder services.	3. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	3. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	3. Creates and implements a new program or service that reflects current practices and use of appropriate resources.
		4. Creates and implements an alternative service delivery method.	4. Creates and implements an alternative service delivery method.	4. Creates and implements an alternative service delivery method.
		5. Maintains records and other information in an organized manner.	5. Maintains records and other information in an organized manner.	5. Maintains records and other information in an organized manner.
		6. Updates LRC's policies and procedures (must be identifiably different).	6. Updates LRC's policies and procedures (must be identifiably different).	6. Updates LRC's policies and procedures (must be identifiably different).
		7. Creates a new workshop/presentation/service based on data gathered from evaluations,	7. Creates a new workshop/presentation/service based on data gathered from evaluations,	7. Creates a new workshop/presentation/service based on data gathered from evaluations,

		surveys, or community needs.	surveys, or community needs.	surveys, or community needs.
		8. Maintains the LRC website following the protocols established by the GCC Office of Communications & Promotions.	8. Maintains the LRC website following the protocols established by the GCC Office of Communications & Promotions.	8. Maintains the LRC website following the protocols established by the GCC Office of Communications & Promotions.
		9. Provides an advisory committee/department with data/expertise to enhance student success.	9. Provides an advisory committee/department with data/expertise to enhance student success.	9. Provides an advisory committee/department with data/expertise to enhance student success.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	1. Completes department data collection/submission assignments for each semester for program and/or course assessment, in line with the institutional assessment and curriculum cycle.			In addition to meeting the criteria for <i>Satisfactory</i> , completes all other department assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle.
	2. Attends Convocation and faculty meetings scheduled by the College President or Vice President for Academic Affairs.			
	3. Participates in department meetings, if applicable.			
	4. Consults with external entities and/or professionals.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: Completes a higher degree in discipline or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification; publishes a book via a publishing company; OR, Three (3) of the following elements below: (Elements may be used multiple times.)
	1. Participates in one (1) discipline or education area professional development activity or credited course.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.
	2. Maintains current information in the field. (May not apply to Non-CTE)	2. Completes a credited course necessary for growth in the field of study, related area, professional	2. Completes a credited course necessary for growth in the field of study, related area, professional	2. Completes a credited course necessary for growth in the field of study, related area, professional

		education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)
	3. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	3. Participates in one (1) additional discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.
		4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	4. Holds an office/position in a professional organization.	4. Holds an office/position in a professional organization.
		5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
		6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
		7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.
		8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
		9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.

	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.
	11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Participates in student orientation, when requested.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).
	2. Participates in a promotion of GCC programs and/or recruitment of students.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.
		3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.
		4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.
		5. Participates in an institution or site school	5. Participates in an institution or site school	5. Participates in an institution or site school

		recognized student mentoring program.	recognized student mentoring program.	recognized student mentoring program.
		6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.
		8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.
		9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.
	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.
	3. Is involved in community service in their area of	3. Is involved in community service in their area of	3. Is involved in community service in their area of	3. Is involved in community service in their area of

	expertise or as it relates to the institutional mission.	expertise or as it relates to the institutional mission.	expertise or as it relates to the institutional mission.	expertise or as it relates to the institutional mission.
	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.
	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean) and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.
	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.

	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.
	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).
	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.
	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.
	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.

	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.
	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.
	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).
	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.
	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.
	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.
	11. Is able to deal with changing situations (i.e., natural disasters,	11. Is able to deal with changing situations (i.e., natural disasters,	11. Is able to deal with changing situations (i.e., natural disasters,	11. Is able to deal with changing situations (i.e., natural disasters,

	classroom changes, school moves, etc.).	classroom changes, school moves, etc.).	classroom changes, school moves, etc.).	classroom changes, school moves, etc.).
	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.
	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS
--

NON-INSTRUCTIONAL FACULTY - SCHOOL HEALTH COUNSELOR

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.				
	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Direct Services	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements:
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement.	1. Conducts two (2) health education presentations for campus constituents. (Multiples may apply.)	1. Conducts two (2) health education presentations for campus constituents. (Multiples may apply.)	1. Conducts two (2) health education presentations for campus constituents. (Multiples may apply.)
	2. Conducts outreach efforts to support student development.	2. Provides quality care as demonstrated by client feedback.	2. Provides quality care as demonstrated by client feedback.	2. Provides quality care as demonstrated by client feedback.
	3. Makes referrals when necessary.	3. Maintains the Health Center environment in a professional and inviting manner demonstrated by client feedback.	3. Maintains the Health Center environment in a professional and inviting manner demonstrated by client feedback.	3. Maintains the Health Center environment in a professional and inviting manner demonstrated by client feedback.
	4. Utilizes resources and various tools for program services and activities.	4. Provides up to date information on available health services to the campus community.	4. Provides up to date information on available health services to the campus community.	4. Provides up to date information on available health services to the campus community.
		5. Follows up with clients when necessary.	5. Follows up with clients when necessary.	5. Follows up with clients when necessary.
		6. Collaborates with internal/external resources to address client needs (Accommodative Services, Medical Director, employees, etc.).	6. Collaborates with internal/external resources to address client needs (Accommodative Services, Medical Director, employees, etc.).	6. Collaborates with internal/external resources to address client needs (Accommodative Services, Medical Director, employees, etc.).

		7. Demonstrates knowledge of current medical practices and applies it.	7. Demonstrates knowledge of current medical practices and applies it.	7. Demonstrates knowledge of current medical practices and applies it.
--	--	--	--	--

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design and Management	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources.	1. Develops and conducts a new workshop/training based on needs assessment.	1. Develops and conducts a new workshop/training based on needs assessment.	1. Develops and conducts a new workshop/training based on needs assessment.
	2. Collaborates with internal and external stakeholders to address program development.	2. Develops and institutionalizes a new procedure for the Health Center.	2. Develops and institutionalizes a new procedure for the Health Center.	2. Develops and institutionalizes a new procedure for the Health Center.
	3. Maintains accurate/current records to document stakeholder services.	3. Updates Health Services Center's procedures.	3. Updates Health Services Center's procedures.	3. Updates Health Services Center's procedures.
		4. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	4. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	4. Creates and implements a new program or service that reflects current practices and use of appropriate resources.
		5. Creates and implements an alternative service delivery method.	5. Creates and implements an alternative service delivery method.	5. Creates and implements an alternative service delivery method.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	1. Completes department data collection/submission assignments for each semester for program and/or course assessment, in line with the institutional assessment and curriculum cycle. 2. Attends Convocation and faculty meetings scheduled by the College President or Vice President for Academic Affairs. 3. Participates in department meetings, if applicable. 4. Consults with external entities and/or professionals.			In addition to meeting the criteria for <i>Satisfactory</i> , completes all other department assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: Completes a higher degree in discipline or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching

				Online Certification; publishes a book via a publishing company; OR, Three (3) of the following elements below: (Elements may be used multiple times.) 1. Completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.
	1. Participates in one (1) discipline or education area professional development activity or credited course.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	
	2. Maintains current information in the field. (May not apply to Non- CTE)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)
	3. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	3. Participates in one (1) additional discipline, technology, or education area professional development activity. 4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	3. Implements strategies from discipline, technology, or education area professional development activity. 4. Holds an office/position in a professional organization.	3. Implements strategies from discipline, technology, or education area professional development activity. 4. Holds an office/position in a professional organization.

		5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
		6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
		7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.
		8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
		9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.
		10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.
		11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
		12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Participates in student orientation, when requested.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).
	2. Participates in a promotion of GCC programs and/or recruitment of students.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.
		3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.
		4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.
		5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.
		6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.
		8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.

		9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).
--	--	--	--	--

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.
	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.
	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.
	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.
	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean) and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.
	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.
	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.
	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).

	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.
	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.
	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.
	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.
	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.
	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).

NON-INSTRUCTIONAL FACULTY - SCHOOL HEALTH COUNSELOR EVALUATION RUBRIC

Initials: AK SB
VCT SEB
2023

	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees) if compensation is not received.	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees) if compensation is not received.	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees) if compensation is not received.	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees) if compensation is not received.
	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.
	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.
	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.
	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.
	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS

NON-INSTRUCTIONAL FACULTY - WORK EXPERIENCE COORDINATOR

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.				
	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Direct Services	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements:
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement.	1. Conducts at a minimum four (4) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.	1. Conducts at a minimum eight (8) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.	1. Conducts at a minimum twelve (12) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.
	2. Conducts outreach efforts to support student development.	2. Provides services to students in a professional manner as demonstrated by student feedback.	2. Provides services to students in a professional manner as demonstrated by student feedback.	2. Provides services to students in a professional manner as demonstrated by student feedback.
	3. Makes referrals when necessary.	3. Provides services to employers in a professional manner.	3. Provides services to employers in a professional manner.	3. Provides services to employers in a professional manner.
	4. Utilizes resources and various tools for program services and activities.	4. Collaborates with internal/external resources to address student success (Accommodative Services, employers, speakers, etc.).	4. Collaborates with internal/external resources to address student success (Accommodative Services, employers, speakers, etc.).	4. Collaborates with internal/external resources to address student success (Accommodative Services, employers, speakers, etc.).
	5. Maintains up-to-date knowledge of GCC programs and services to promote student success.	5. Provides services to support students' transition to the workforce.	5. Provides services to support students' transition to the workforce.	5. Provides services to support students' transition to the workforce.
	6. Submits grades in accordance with the Guam	6. Increases the number of Employers and/or Site	6. Increases the number of Employers and/or Site	6. Increases the number of Employers and/or Site

	Department of Education (GDOE) Academic Calendar.	Sponsors. (Multiples may apply.)	Sponsors. (Multiples may apply.)	Sponsors. (Multiples may apply.)
		7. Dedicates time outside of regular working hours to assist students.	7. Dedicates time outside of regular working hours to assist students.	7. Dedicates time outside of regular working hours to assist students.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design and Management	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements:
	1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources.	1. Creates and implements a new service that reflects current practices.	1. Creates and implements a new service that reflects current practices.	1. Creates and implements a new service that reflects current practices.
	2. Collaborates with internal and external stakeholders to address program development.	2. Updates services to reflect current practices.	2. Updates services to reflect current practices.	2. Updates services to reflect current practices.
	3. Maintains accurate records to document stakeholder services.	3. Creates and implements an alternative service delivery method.	3. Creates and implements an alternative service delivery method.	3. Creates and implements an alternative service delivery method.
	4. Uses multiple student assessment strategies.	4. Creates a new workshop/presentation/ser vice based on data gathered from evaluations, surveys, or community needs.	4. Creates a new workshop/presentation/ser vice based on data gathered from evaluations, surveys, or community needs.	4. Creates a new workshop/presentation/ser vice based on data gathered from evaluations, surveys, or community needs.
		5. Collaborates with others coordinating work experience.	5. Collaborates with others coordinating work experience.	5. Collaborates with others coordinating work experience.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	1. Completes department data collection/submission assignments for each semester for program and/or course assessment, in line with the institutional assessment and curriculum cycle. 2. Attends Convocation and faculty meetings scheduled by the College President or Vice President for Academic Affairs. 3. Participates in department meetings, if applicable. 4. Consults with external entities and/or professionals.			In addition to meeting the criteria for <i>Satisfactory</i> , completes all other department assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: Completes a higher degree in discipline or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching

				Online Certification; publishes a book via a publishing company; OR,
	1. Participates in one (1) discipline or education area professional development activity or credited course.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	Three (3) of the following elements below: (Elements may be used multiple times.) 1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.
	2. Maintains current information in the field. (May not apply to Non- CTE)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)
	3. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	3. Participates in one (1) additional discipline, technology, or education area professional development activity. 4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	3. Implements strategies from discipline, technology, or education area professional development activity. 4. Holds an office/position in a professional organization.	3. Implements strategies from discipline, technology, or education area professional development activity. 4. Holds an office/position in a professional organization.

		5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
		6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
		7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.
		8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
		9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.
		10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.
		11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
		12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Participates in formal student academic advisement using the institution's adopted platform or GDOE's advisement tool.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).
	2. Conducts/participates in student orientation, when requested.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.
	3. Assists students in attaining their academic and career goals.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.
	4. Participates in a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.
		5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.
		6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.

		8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.
		9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.
	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.
	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.
	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.
	5. Demonstrates volunteer efforts for departmental or institutional improvement	5. Demonstrates volunteer efforts for departmental or institutional improvement	5. Demonstrates volunteer efforts for departmental or institutional improvement	5. Demonstrates volunteer efforts for departmental or institutional improvement

	outside of the academic year.	outside of the academic year.	outside of the academic year.	outside of the academic year.
--	-------------------------------	-------------------------------	-------------------------------	-------------------------------

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean) and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.
	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.
	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.

	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).
	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.
	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.
	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.
	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.
	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment

	requirements and college-wide deadlines.	requirements and college-wide deadlines.	requirements and college-wide deadlines.	requirements and college-wide deadlines.
	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.
	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees) for which no compensation is received.	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).
	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.
	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.
	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.
	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).

	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.
	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS
--

NON-INSTRUCTIONAL FACULTY - STUDENT SUCCESS COORDINATOR

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.				
	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Direct Services	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements:
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement.	1. Conducts presentations on stop out data to individual CTE departments during department meetings in the Fall and Spring semesters.	1. Conducts presentations on stop out data to individual CTE departments during department meetings in the Fall and Spring semesters.	1. Conducts presentations on stop out data to individual CTE departments during department meetings in the Fall and Spring semesters.
	2. Conducts outreach efforts to support student development.	2. Conducts two (2) presentations on GCC CTE and/or transition programs for students (middle school, high school and postsecondary).	2. Conducts two (2) presentations on GCC CTE and/or transition programs for students (middle school, high school and postsecondary).	2. Conducts two (2) presentations on GCC CTE and/or transition programs for students (middle school, high school and postsecondary).
	3. Supports the efforts of AIER, when necessary.	3. Provides additional support to AIER, when necessary.	3. Provides additional support to AIER, when necessary.	3. Provides additional support to AIER, when necessary.
	4. Utilizes resources and various tools for program services and activities.	4. Follows up with stakeholders when necessary.	4. Follows up with stakeholders when necessary.	4. Follows up with stakeholders when necessary.
	5. Makes referrals when necessary.	5. Collaborates with departments to support retention and completion.	5. Collaborates with departments to support retention and completion.	5. Collaborates with departments to support retention and completion.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design and Management	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources.	1. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	1. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	1. Creates and implements a new program or service that reflects current practices and use of appropriate resources.
	2. Collaborates with internal and external stakeholders to address program development.	2. Creates and implements an alternative service delivery method.	2. Creates and implements an alternative service delivery method.	2. Creates and implements an alternative service delivery method.
	3. Maintains accurate records to document stakeholder services.	3. Develops and conducts a new workshop/training based on needs assessment.	3. Develops and conducts a new workshop/training based on needs assessment.	3. Develops and conducts a new workshop/training based on needs assessment.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	1. Completes department data collection/submission assignments for each semester for program and/or course assessment, in line with the institutional assessment and curriculum cycle.			In addition to meeting the criteria for <i>Satisfactory</i> , completes all other department assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle.
	2. Attends Convocation and faculty meetings scheduled by the College President or Vice			

	President for Academic Affairs.			
	3. Participates in department meetings, if applicable.			
	4. Consults with external entities and/or professionals.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: Completes a higher degree in discipline or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification; publishes a book via a publishing company; OR,
	1. Participates in one (1) discipline or education area professional development activity or credited course.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM)	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM)	Three (3) of the following elements below: (Elements may be used multiple times.) 1. Completion of a Licensure/Certification program related to the field, such as National

		Teaching Online Certification.	Teaching Online Certification.	Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.
	2. Maintains current information in the field. (May not apply to Non-CTE)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)
	3. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	3. Participates in one (1) additional discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.
		4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	4. Holds an office/position in a professional organization.	4. Holds an office/position in a professional organization.
		5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
		6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
		7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.

		8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
		9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.
		10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.
		11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
		12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Participates in formal student academic advisement using the institution's adopted platform or GDOE's advisement tool.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).
	2. Participates in student orientation, when requested.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.

	3. Assists students in attaining their academic and career goals.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.
	4. Participates in a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.
		5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.
		6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.
		8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.
		9. Provides opportunities for students to develop skills outside of course SLOs (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course SLOs (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course SLOs (i.e., technology, soft skills, etc.).

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.

	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.
	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.
	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.
	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean) and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest,	1. Participates and/or assists in a significant institutional event, special	1. Participates and/or assists in a significant institutional event, special program, project, contest,	1. Participates and/or assists in a significant institutional event, special program, project, contest,

taskforce, or similar activity.	program, project, contest, taskforce, or similar activity	taskforce, or similar activity.	taskforce, or similar activity.
2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.
3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.
6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).
7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.
9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.
10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.
	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.
	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.
	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.
	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).

	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.
	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.
	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.
	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.
	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS.

NON-INSTRUCTIONAL FACULTY - CAREER COUNSELOR (SECONDARY)

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.				
	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Direct Services	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements:
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement.	1. Conducts at a minimum four (4) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.	1. Conducts at a minimum eight (8) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.	1. Conducts at a minimum twelve (12) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.
	2. Conducts outreach efforts to support student development.	2. Provides services in a professional manner as demonstrated by student feedback.	2. Provides services in a professional manner as demonstrated by student feedback.	2. Provides services in a professional manner as demonstrated by student feedback.
	3. Makes referrals when necessary.	3. Collaborates with GCC departments/programs to address student needs.	3. Collaborates with GCC departments/programs to address student needs.	3. Collaborates with GCC departments/programs to address student needs.
	4. Utilizes resources and various tools for program services and activities.	4. Collaborates with site school counselors, teachers, or administrators to address student needs.	4. Collaborates with site school counselors, teachers, or administrators to address student needs.	4. Collaborates with site school counselors, teachers, or administrators to address student needs.
	5. Assists with appropriate placement and retention of students in secondary Career and Technical Education (CTE) programs.	5. Provides counselor intervention services to students relative to secondary CTE programs.	5. Provides counselor intervention services to students relative to secondary CTE programs.	5. Provides counselor intervention services to students relative to secondary CTE programs.
	6. Provides counselor intervention services to students relative to secondary CTE programs.	6. Demonstrates knowledge of current advisement practices and applies it.	6. Demonstrates knowledge of current advisement practices and applies it.	6. Demonstrates knowledge of current advisement practices and applies it.

NON-INSTRUCTIONAL FACULTY - CAREER COUNSELOR (SECONDARY) EVALUATION RUBRIC

Initials:  
VCT SEB
2023

	7. Conducts activities that promote college and career readiness.			
	8. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design and Management	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources.	1. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	1. Creates and implements a new program or service that reflects current practices and use of appropriate resources.	1. Creates and implements a new program or service that reflects current practices and use of appropriate resources.
	2. Collaborates with internal and external stakeholders to address program development.	2. Creates and implements an alternative service delivery method via the internet.	2. Creates and implements an alternative service delivery method via the internet.	2. Creates and implements an alternative service delivery method via the internet.
	3. Maintains accurate records to document stakeholder services.	3. Creates a new workshop/presentation/service based on data gathered from evaluations, surveys, or community needs.	3. Creates a new workshop/presentation/service based on data gathered from evaluations, surveys, or community needs.	3. Creates a new workshop/presentation/service based on data gathered from evaluations, surveys, or community needs.
	4. Coordinates with other GCC secondary faculty on	4. Collaborates with internal resources to	4. Collaborates with internal resources to	4. Collaborates with internal resources to

	enrollment, student concerns, data collection, activity, and event planning.	address enrollment needs (Admissions, PIO, etc.).	address enrollment needs (Admissions, PIO, etc.).	address enrollment needs (Admissions, PIO, etc.).
	5. Collaborates with GDOE counselors to recruit, place and retain students, using the secondary student information system as appropriate.	5. Provides program data upon request.	5. Provides program data upon request.	5. Provides program data upon request.
	6. Coordinates with secondary site personnel (i.e. Consulting Resource Teachers, administrators, aides) to address GCC secondary program students' needs.	6. Coordinates with secondary site personnel (i.e. Consulting Resource Teachers, administrators, aides) to address GCC secondary program students' needs.	6. Coordinates with secondary site personnel (i.e. Consulting Resource Teachers, administrators, aides) to address GCC secondary program students' needs.	6. Coordinates with secondary site personnel (i.e. Consulting Resource Teachers, administrators, aides) to address GCC secondary program students' needs.
	7. Participates in department planning sessions to review, evaluate, and develop department services and activities.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	1. Completes department data collection/submission assignments for each semester for program and/or course assessment, in line with the institutional assessment and curriculum cycle.			In addition to meeting the criteria for <i>Satisfactory</i> , completes all other department assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle.
	2. Attends Convocation and faculty meetings			

	scheduled by the College President or Vice President for Academic Affairs.			
	3. Participates in department meetings, if applicable.			
	4. Consults with external entities and/or professionals.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: Completes a higher degree in discipline or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification; publishes a book via a publishing company; OR, Three (3) of the following elements below: (Elements may be used multiple times.)

	1. Participates in one (1) discipline or education area professional development activity or credited course.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.
	2. Maintains current information in the field. (May not apply to Non-CTE)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)
	3. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	3. Participates in one (1) additional discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.
		4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	4. Holds an office/position in a professional organization.	4. Holds an office/position in a professional organization.
		5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
		6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
		7. Creates and maintains a discipline specific website	7. Creates and maintains a discipline specific website	7. Creates and maintains a discipline specific website

		following the protocols established by the GCC Office of Communications & Promotions.	following the protocols established by the GCC Office of Communications & Promotions.	following the protocols established by the GCC Office of Communications & Promotions.
		8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
		9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.
		10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.
		11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
		12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Participates in formal student academic advisement using the institution's adopted platform or GDOE's advisement tool.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational

		plans, scholarship applications, etc.).	plans, scholarship applications, etc.).	plans, scholarship applications, etc.).
	2. Participates in a promotion of GCC programs and/or recruitment of students.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.
		3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.
		4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.
		5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.
		6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.
		8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.
		9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.
	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.
	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.
	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.	4. Makes significant professional contributions in community service as it relates to the institutional mission.
	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean)

				and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.
	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.
	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.
	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).
	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.

	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.
	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	10. Attends faculty meetings and/or functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.
	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.
	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.	3. Assumes leadership role to ensure that continuous efforts have been made to meet assessment requirements and college-wide deadlines.
	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.
	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).

	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).
	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.
	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.
	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.
	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.
	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS.

NON-INSTRUCTIONAL FACULTY - CAREER COUNSELOR (POSTSECONDARY)

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.				
	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Direct Services	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements:
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in this Agreement.	1. Conducts at a minimum four (4) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.	1. Conducts at a minimum eight (8) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.	1. Conducts at a minimum twelve (12) workshops/presentations/services based on data gathered from evaluations, surveys or community needs.
	2. Makes referrals when necessary.	2. Provides services in a professional manner as demonstrated by student feedback.	2. Provides services in a professional manner as demonstrated by student feedback.	2. Provides services in a professional manner as demonstrated by student feedback.
	3. Utilizes resources and various tools for program services and activities.	3. Demonstrates knowledge of current advisement practices and applies it.	3. Demonstrates knowledge of current advisement practices and applies it.	3. Demonstrates knowledge of current advisement practices and applies it.
	4. Provides pre-enrollment counseling to students.			
	5. Provides individual and group career counseling to current and prospective students.			
	6. Provides educational planning strategies to students.			
	7. Provides limited preventive and developmental personal counseling.			

	8. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.			
--	--	--	--	--

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design and Management	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources.	1. Creates a new workshop/presentation/service based on data gathered from evaluations, surveys, or community needs.	1. Creates a new workshop/presentation/service based on data gathered from evaluations, surveys, or community needs.	1. Creates a new workshop/presentation/service based on data gathered from evaluations, surveys, or community needs.
	2. Collaborates with internal and external stakeholders to address program development.	2. Creates and implements an alternative service delivery method via the internet.	2. Creates and implements an alternative service delivery method via the internet.	2. Creates and implements an alternative service delivery method via the internet.
	3. Maintains accurate records to document stakeholder services.	3. Collaborates with internal resources to address enrollment needs (Admissions, PIO, etc.).	3. Collaborates with internal resources to address enrollment needs (Admissions, PIO, etc.).	3. Collaborates with internal resources to address enrollment needs (Admissions, PIO, etc.).
	4. Participates in department planning sessions to review, evaluate, and develop department services and activities.	4. Provides program data upon request.	4. Provides program data upon request.	4. Provides program data upon request.

	5. Coordinates student college testing programs.	5. Develops and institutionalizes a multiple intervention procedure.	5. Develops and institutionalizes a multiple intervention procedure.	5. Develops and institutionalizes a multiple intervention procedure.
	6. Develops a multiple intervention process to ensure the educational, personal, and social developmental needs and concerns of the students are addressed.	6. Maintains existing multiple intervention procedure.	6. Maintains existing multiple intervention procedure.	6. Maintains existing multiple intervention procedure.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	1. Completes department data collection/submission assignments for each semester for program and/or course assessment, in line with the institutional assessment and curriculum cycle.			In addition to meeting the criteria for <i>Satisfactory</i> , completes all other department assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle.
	2. Attends Convocation and faculty meetings scheduled by the College President or Vice President for Academic Affairs.			
	3. Participates in department meetings, if applicable.			
	4. Consults with external entities and/or professionals.			

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements: Completes a higher degree in discipline or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification; publishes a book via a publishing company; OR, Three (3) of the following elements below: (Elements may be used multiple times.)
	1. Participates in one (1) discipline or education area professional development activity or credited course.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification (QM).	1. Completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification
	2. Maintains current information in the field. (May not apply to Non-CTE)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE:	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE:	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE:

		Degreed Faculty may use CEUs)	Degreed Faculty may use CEUs)	Degreed Faculty may use CEUs)
	3. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	3. Participates in one (1) additional discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.
		4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	4. Holds an office/position in a professional organization.	4. Holds an office/position in a professional organization.
		5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
		6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
		7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.
		8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
		9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.
		10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.

		11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
		12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Participates in formal student academic advisement using the institution's adopted platform or GDOE's advisement tool.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).
	2. Participates in a promotion of GCC programs and/or recruitment of students.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.
		3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.
		4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.
		5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.

		6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.
		8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.
		9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.
	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.
	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.

	4. Makes significant professional contributions in community service which are relevant to the mission of the College.	4. Makes significant professional contributions in community service which are relevant to the mission of the College.	4. Makes significant professional contributions in community service which are relevant to the mission of the College.	4. Makes significant professional contributions in community service which are relevant to the mission of the College.
	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean) and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.
	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.
	3. Demonstrates volunteer efforts for departmental or	3. Demonstrates volunteer efforts for departmental or	3. Demonstrates volunteer efforts for departmental or	3. Demonstrates volunteer efforts for departmental or

	institutional improvement during the academic year.	institutional improvement during the academic year.	institutional improvement during the academic year.	institutional improvement during the academic year.
	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.
	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).
	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.
	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.
	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.
	3. Assumes leadership role to ensure that continuous	3. Assumes leadership role to ensure that continuous	3. Assumes leadership role to ensure that continuous	3. Assumes leadership role to ensure that continuous

	efforts have been made to meet assessment requirements and college-wide deadlines.	efforts have been made to meet assessment requirements and college-wide deadlines.	efforts have been made to meet assessment requirements and college-wide deadlines.	efforts have been made to meet assessment requirements and college-wide deadlines.
	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.	4. Applies, receives, or manages a grant or program agreement.
	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	6. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	7. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).
	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.	8. Serves on committees for which compensation is not received.
	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.	9. Assists colleagues in identifying and resolving concerns.
	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.
	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	11. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).

	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.	12. Holds an office/position in a professional organization.
	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.	13. Chairs or co-chairs a significant institutional event.

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS.

DEPARTMENT CHAIRPERSON EVALUATION RUBRIC

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design and Management	The faculty member does the following elements:	In addition to meeting the criteria for Satisfactory, the faculty member does one (1) of the following elements:	In addition to meeting the criteria for Satisfactory, the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for Satisfactory, the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Provide input to the Dean or Associate Dean on the performance of members of the department	1. Demonstrates use of data to effectuate improvement or change identified in a department strategic plan. e.g., course/program revisions or adoptions.	1. Demonstrates use of data to effectuate improvement or change identified in a department strategic plan. e.g., course/program revisions or adoptions.	1. Demonstrates use of data to effectuate improvement or change identified in a department strategic plan. e.g., course/program revisions or adoptions.
	2. Develop, submit, and maintain the department's annual budget (including Non-Appropriated Funds (NAF))	2. Demonstrates volunteer efforts for departmental or institutional improvement	2. Demonstrates volunteer efforts for departmental or institutional improvement	2. Demonstrates volunteer efforts for departmental or institutional improvement
	3. Facilitate and serve as a member of the appropriate Workforce Advisory Committee pertaining to the Board's responsibilities as established by law.	3. Research, develop, or implement program review.	3. Research, develop, or implement program review.	3. Research, develop, or implement program review.
	4. Meets established deadlines.	4. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources.	4. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources.	4. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources.

		5. Develops and/or creates promotional materials or other educational materials.	5. Develops and/or creates promotional materials or other educational materials.	5. Develops and/or creates promotional materials or other educational materials.
		6. Consults with external stakeholders and/or professionals.	6. Consults with external stakeholders and/or professionals.	6. Consults with external stakeholders and/or professionals.
		7. Participates in the development of innovative programs or services.	7. Participates in the development of innovative programs or services.	7. Participates in the development of innovative programs or services.
		8. Takes an active role in program and course articulation.	8. Takes an active role in program and course articulation.	8. Takes an active role in program and course articulation.
		9. Provides web-enhanced activities and/or materials to instructors for use in classes.	9. Provides web-enhanced activities and/or materials to instructors for use in classes.	9. Provides web-enhanced activities and/or materials to instructors that impact instruction.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Assessment and Curriculum	The faculty member does the following elements:	In addition to meeting the criteria for Satisfactory, the faculty member does one (1) of the following elements:	In addition to meeting the criteria for Satisfactory, the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for Satisfactory, the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Facilitate, guide, and ensure that department assessment goals and college-wide deadlines are met.	1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).	1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).	1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).
	2. Attends Convocation, Professional Development Day, and faculty meetings	2. (For Non-CTE Department Chairs) Participates actively in	2. (For Non-CTE Department Chairs) Participates actively in	2. (For Non-CTE Department Chairs) Participates actively in

DEPARTMENT CHAIRPERSON EVALUATION RUBRIC

Initials: *[Signature]*
VCT SEB
2023

	scheduled by the College President or Vice President for Academic Affairs.	advisory committee meetings.	advisory committee meetings.	advisory committee meetings.
	3. Provide leadership in developing and revising curriculum for the department, as well as the assessment of such curriculum.	3. Implements general education recommendations from an advisory committee.	3. Implements general education recommendations from an advisory committee.	3. Implements general education recommendations from an advisory committee.
	4. Facilitates, guides, and ensures that department assessment goals and college wide deadlines are met.	4. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	4. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	4. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.
		5. Provides leadership with department members to create alternative course/service delivery methods.	5. Provides leadership with department members to create alternative course/service delivery methods.	5. Provides leadership with department members to create alternative course/service delivery methods.
		6. Develops new courses through continuing education.	6. Develops new courses through continuing education.	6. Develops new courses through continuing education.
		7. Department meets the assessment deadlines.	7. Department meets the assessment deadlines.	7. Department meets the assessment deadlines.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/Scholarly Activity/Creative Endeavors	The faculty member does the following elements: For non-degreed faculty, completes a three (3) credit course necessary for promotion or advancement.	In addition to meeting the criteria for Satisfactory, the faculty member does one (1) of the following elements:	In addition to meeting the criteria for Satisfactory, the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for Satisfactory, the faculty member does one (1) of the following elements: Completes a higher degree in discipline or education; completes a certification or license related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality

DEPARTMENT CHAIRPERSON EVALUATION RUBRIC

Initials:  
VCT SEB
2023

				Matters (QM)Teaching Online Certification; publishes a book via a publishing company; OR, Three (3) of the following elements below: (Elements may be used multiple times.)
	1. Participates in one (1) discipline or education area professional development activity or credited course.	1. Actively participates in a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification.	1. Partial completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification (QM).	1. Completion of a Licensure/Certification program related to the field, such as National Teacher Exam, Guam Educator Certification, or Quality Matters (QM) Teaching Online Certification
	2. Maintains current information in the field. (May not apply to Non-CTE)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)	2. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. (NOTE: Degreed Faculty may use CEUs)
	3. Participates in the institution's mentoring program as a mentee for two (2) years which may include the first two (2) years of full-time employment.	3. Participates in one (1) additional discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.	3. Implements strategies from discipline, technology, or education area professional development activity.
		4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting.	4. Holds an office/position in a professional organization.	4. Holds an office/position in a professional organization.

		5. Publishes a non-refereed article (external source) OR submits an article for refereed publication.	5. Publishes an article for a refereed publication (external source).	5. Publishes one (1) peer reviewed article.
		6. Presents at a local, regional, national, or international conference.	6. Presents at a regional, national, or international conference.	6. Presents at a regional, national, or international conference.
		7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.	7. Creates and maintains a discipline specific website following the protocols established by the GCC Office of Communications & Promotions.
		8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines.	8. Completes a formal research project, in accordance with institutional guidelines, resulting in publication.
		9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.	9. Receives a national, international, regional, state, or local award.
		10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.	10. Applies for, receives, and/or manages grants or program agreements.
		11. Develops a course through continuing education.	11. Develops a course through continuing education.	11. Develops a course through continuing education.
		12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.	12. Implements a new strategy from a training, webinar etc. on social and emotional skills.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Student Affairs	The faculty member does the following elements:	In addition to meeting the criteria for Satisfactory, the faculty member does one (1) of the following elements:	In addition to meeting the criteria for Satisfactory, the faculty member does two (2) of the following	In addition to meeting the criteria for Satisfactory, the faculty member does three (3) of the following

DEPARTMENT CHAIRPERSON EVALUATION RUBRIC

Initials:  
VCT SEB
2023

			elements: (Elements may be used multiple times.)	elements: (Elements may be used multiple times.)
	1. Participates in formal student academic advisement using the institution's adopted platform.	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).	1. Assists students in pursuing their goals in higher education (Letters of recommendation, developing educational plans, scholarship applications, etc.).
	2. Take an active part in the recruitment, retention, and completion of students.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.	2. Assists students in job placement by linking students to employers.
		3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.	3. Serves as an advisor to a student organization.
		4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.	4. Participates in or organizes a promotion of GCC programs and/or recruitment of students.
		5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.	5. Participates in an institution or site school recognized student mentoring program.
		6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.	6. Demonstrates volunteer efforts to collaborate with internal/external resources to address student success.
		7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.
		8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.	8. Takes additional steps to ensure a positive and safe learning environment.
		9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).	9. Provides opportunities for students to develop skills outside of course student learning outcomes (SLOs) (i.e., technology, soft skills, etc.).

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Community Service	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member does four (4) of the following elements: (Elements may be used multiple times.)
	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.	1. Judges a contest in area of expertise or as it relates to the institution.
	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	2. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.
	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.	3. Is involved in community service in their area of expertise or as it relates to the institutional mission.
	4. Makes significant professional contributions in community service which are relevant to the mission of the College.	4. Makes significant professional contributions in community service which are relevant to the mission of the College.	4. Makes significant professional contributions in community service which are relevant to the mission of the College.	4. Makes significant professional contributions in community service which are relevant to the mission of the College.
	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement outside of the academic year.
		6. Serves on committees for which compensation is not received.	6. Serves on committees for which compensation is not received.	6. Serves on committees for which compensation is not received.

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Other Activities	The faculty member does one (1) of the following elements:	The faculty member does two (2) of the following elements: (Elements may be used multiple times.)	The faculty member does three (3) of the following elements: (Elements may be used multiple times.)	The faculty member attends commencement in regalia (or participates in optional commencement related activities as approved by their Dean)

DEPARTMENT CHAIRPERSON EVALUATION RUBRIC

Initials:  
VCT SEB
2023

				and does four (4) of the following elements: (Elements may be used multiple times.)
	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.	1. Participates and/or assists in a significant institutional event, special program, project, contest, taskforce, or similar activity.
	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.	2. Chairs or co-chairs a significant institutional event, special program, project, contest, taskforce, or similar activity.
	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.	4. Maintains special facilities.
	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.	5. Assists with creating, improving, or updating information on institutional publications.
	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).	6. Assists with creating, improving, or updating information on institutional webpage(s).
	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.	8. Is helpful in preventing and resolving conflicts.
	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.	9. Applies, receives, or manages a grant or program agreement.

	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.	10. Participates in the development of innovative programs or services.
--	---	---	---	---

	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	In order to meet satisfactory, the following must be met:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does one (1) of the following elements:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does two (2) of the following elements: (Elements may be used multiple times.)	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty member does three (3) of the following elements: (Elements may be used multiple times.)
	1. Be available to all department members, including those working day, night, or Saturday schedules, as well as those working off-campus, for consultation and assistance.	1. Applies, receives, or manages a grant or MOA/MOU.	1. Applies, receives, or manages a grant or MOA/MOU.	1. Applies, receives, or manages a grant or MOA/MOU.
	2. Call and preside at all meetings of the department	2. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	2. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	2. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	3. Coordinate and maintain the daily operational details of the department to include inventories, submittal of department requisitions, supplies, equipment, textbooks, and work order requests.	3. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	3. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.	3. Develops, organizes, implements, or institutionalizes a project which contributes to the interest of the College.
	4. Provide an orientation to new faculty members of the department and serve as a mentor to the same.	4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).	4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year (i.e., chairing committees).

	5. Attend Department Chairpersons' meetings, be available for daily consultation with the Dean on departmental matters, and inform department faculty of these discussions and decisions.	5. Appears to have built a strong departmental culture of collegiality and respect.	5. Appears to have built a strong departmental culture of collegiality and respect.	5. Appears to have built a strong departmental culture of collegiality and respect.
	6. Serve as a member of the Faculty Senate.	6. Supervises and trains work-study students.	6. Supervises and trains work-study students.	6. Supervises and trains work-study students.
	7. Recruit, interview, recommend for hire, orient, mentor, and observe faculty and provide feedback to Adjunct Associate Dean, Associate Dean, and/or the Dean.	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).	7. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.).
		8. Chairs or co-chairs a significant institutional event.	8. Chairs or co-chairs a significant institutional event.	8. Chairs or co-chairs a significant institutional event.
		9. Develops an ongoing mentorship program for the department.	9. Develops an ongoing mentorship program for the department.	9. Develops an ongoing mentorship program for the department.
		10. Organizes the department's participation in an institutional recruitment activity	10. Organizes the department's participation in an institutional recruitment activity	10. Organizes the department's participation in an institutional recruitment activity
		11. Organizes departmental activity for retention of declared students in consultation with their Dean.	11. Organizes departmental activity for retention of declared students in consultation with their Dean.	11. Organizes departmental activity for retention of declared students in consultation with their Dean.
		12. Represents the department at College related activities where appropriate.	12. Represents the department at College related activities where appropriate.	12. Represents the department at College related activities where appropriate.
	13. Serves as Faculty Senate President	13. Serves as Faculty Senate President	13. Serves as Faculty Senate President	13. Serves as Faculty Senate President

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS.

APPENDIX C

EVALUATION PLAN (PERCENTAGE FORMS)

INSTRUCTIONAL FACULTY (ASSISTANT INSTRUCTOR) EVALUATION PLAN

Faculty Member Name

Department

Rank

Division

Evaluator

Academic Year

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.

Faculty will be rated in each section and each subsection on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Exceptional

NOTE: Please choose your percentages in increments of five (5).

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00– 1.99– Improvement Needed
 2.00– 2.99– Satisfactory
 3.00– 3.99– Strong
 4.00– 4.49– Stellar
 4.50– 5.00– Exceptional

A. Instructional Delivery 55%-65%
 Percentage _____ X Evaluator's Rating _____ = _____

Choose and circle only ONE (1) option: (Postsecondary faculty will select from Options a, b, or c. Secondary faculty will be evaluated using Option d.)

Option (a)	
Delivery	80%
IDEA	20%

Option (c)	
Delivery	50%
IDEA	50%

Option (b)	
Delivery	65%
IDEA	35%

Option (d)	
Delivery	100%
IDEA	0%

B. Course Management 10%-25%
 Percentage _____ X Evaluator's Rating _____ = _____

C. Assessment and Curriculum 5%-10%

EVALUATION PLAN (PERCENTAGE FORMS)

Initials:  
 VCT SEB
 2023

- Percentage _____ X Evaluator's Rating _____ = _____
- D. Professional Development/Scholarly Activity/Creative Endeavors: 15%
Percentage _____ X Evaluator's Rating _____ = _____
- E. Student Affairs: 5%-10%
Percentage _____ X Evaluator's Rating _____ = _____
- F. Community Service: 0%-10%
Percentage _____ X Evaluator's Rating _____ = _____
- G. Other Activities: 0%-10%
Percentage _____ X Evaluator's Rating _____ = _____
- H. Leadership: 0%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- I. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0%-20%
Percentage _____ X Evaluator's Rating _____ = _____
**Activity and adjustment of percentages are subject to the approval of the Dean.

Faculty Evaluation Tabulation of Scores:

Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Section G	
Section H	
Section I	

Total Evaluation Percentage: _____

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

This faculty evaluation plan shall be submitted to the evaluator no later than the last duty day of **September for each academic year.** However, if any changes are desired, the faculty member must communicate with the evaluator at the earliest reasonable opportunity and no later than the **last duty day in February.**

INSTRUCTIONAL FACULTY (INSTRUCTOR) EVALUATION PLAN

Faculty Member Name	Department
Rank	Division
Evaluator	Academic Year

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.

Faculty will be rated in each section and each subsection on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Exceptional

NOTE: Please choose your percentages in increments of five (5).

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00– 1.99– Improvement Needed
 2.00– 2.99– Satisfactory
 3.00– 3.99– Strong
 4.00– 4.49– Stellar
 4.50– 5.00– Exceptional

A. Instructional Delivery 50%-60%
 Percentage _____ X Evaluator's Rating _____ = _____

Choose and circle only ONE (1) option: (Postsecondary faculty will select from Options a, b, or c. Secondary faculty will be evaluated using Option d.)

Option (a)	
Delivery	80%
IDEA	20%

Option (c)	
Delivery	50%
IDEA	50%

Option (b)	
Delivery	65%
IDEA	35%

Option (d)	
Delivery	100%
IDEA	0%

B. Course Management 15%-25%
 Percentage _____ X Evaluator's Rating _____ = _____

C. Assessment and Curriculum 10%
 Percentage _____ X Evaluator's Rating _____ = _____

EVALUATION PLAN (PERCENTAGE FORMS)

Initials: 
 VCT SEB
 2023

D. Professional Development/Scholarly Activity/Creative Endeavors: 10%-15%

Percentage _____ X Evaluator's Rating _____ = _____

E. Student Affairs: 5%-10%

Percentage _____ X Evaluator's Rating _____ = _____

F. Community Service: 0%-10%

Percentage _____ X Evaluator's Rating _____ = _____

G. Other Activities: 0%-10%

Percentage _____ X Evaluator's Rating _____ = _____

H. Leadership: 0%-15%

Percentage _____ X Evaluator's Rating _____ = _____

I. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0%-20%

Percentage _____ X Evaluator's Rating _____ = _____

**Activity and adjustment of percentages are subject to the approval of the Dean.

Faculty Evaluation Tabulation of Scores:

Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Section G	
Section H	
Section I	

Total Evaluation Percentage: _____

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

This faculty evaluation plan shall be submitted to the evaluator no later than the last duty day of **September for each academic year**; however, if any changes are desired, the faculty member must communicate with the evaluator at the earliest reasonable opportunity and no later than the **last duty day in February**.

INSTRUCTIONAL FACULTY (PROFESSORIAL) EVALUATION PLAN

Faculty Member Name

Department

Rank

Division

Evaluator

Academic Year

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.

Faculty will be rated in each section and each subsection on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Exceptional

NOTE: Please choose your percentages in increments of five (5).

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00– 1.99– Improvement Needed
 2.00– 2.99– Satisfactory
 3.00– 3.99– Strong
 4.00– 4.49– Stellar
 4.50– 5.00– Exceptional

A. Instructional Delivery 50%-65%
 Percentage _____ X Evaluator's Rating _____ = _____

Choose and circle only ONE (1) option: (Postsecondary faculty will select from Options a, b, or c. Secondary faculty will be evaluated using Option d.)

Option (a)	
Delivery	80%
IDEA	20%

Option (c)	
Delivery	50%
IDEA	50%

Option (b)	
Delivery	65%
IDEA	35%

Option (d)	
Delivery	100%
IDEA	0%

B. Course Management 15%-25%
 Percentage _____ X Evaluator's Rating _____ = _____

C. Assessment and Curriculum 10%-15%

EVALUATION PLAN (PERCENTAGE FORMS)

Initials:  
 VCT SEB
 2023

Percentage _____ X Evaluator's Rating _____ = _____

D. Professional Development/Scholarly Activity/Creative Endeavors: 5%-15%

Percentage _____ X Evaluator's Rating _____ = _____

E. Student Affairs: 5%-10%

Percentage _____ X Evaluator's Rating _____ = _____

F. Community Service: 0%-10%

Percentage _____ X Evaluator's Rating _____ = _____

G. Other Activities: 0%-10%

Percentage _____ X Evaluator's Rating _____ = _____

H. Leadership: 0%-15%

Percentage _____ X Evaluator's Rating _____ = _____

I. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0%-20%

Percentage _____ X Evaluator's Rating _____ = _____

**Activity and adjustment of percentages are subject to the approval of the Dean.

Faculty Evaluation Tabulation of Scores:

Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Section G	
Section H	
Section I	

Total Evaluation Percentage: _____

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

This faculty evaluation plan shall be submitted to the evaluator no later than the last duty day of **September for each academic year**. However, if any changes are desired, the faculty member must communicate with the evaluator at the earliest reasonable opportunity and no later than the **last duty day in February**.

NON-INSTRUCTIONAL FACULTY (INSTRUCTOR) EVALUATION PLAN

_____ Faculty Member Name	_____ Department
_____ Rank	_____ Division
_____ Evaluator	_____ Academic Year

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.

Faculty will be rated in each section and each subsection on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Exceptional

NOTE: Please choose your percentages in increments of five (5).

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00– 1.99– Improvement Needed
2.00– 2.99– Satisfactory
3.00– 3.99– Strong
4.00– 4.49– Stellar
4.50– 5.00– Exceptional

- A. Direct Services 50%-60%
Percentage _____ X Evaluator's Rating _____ = _____
- B. Program Design and Management 15%-25%
Percentage _____ X Evaluator's Rating _____ = _____
- C. Assessment and Curriculum 10%
Percentage _____ X Evaluator's Rating _____ = _____
- D. Professional Development/Scholarly Activity/Creative Endeavors: 10%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- E. Student Affairs: 5%-10%
Percentage _____ X Evaluator's Rating _____ = _____
- F. Community Service: 0%-10%
Percentage _____ X Evaluator's Rating _____ = _____
- G. Other Activities: 0%-10%
Percentage _____ X Evaluator's Rating _____ = _____

H. Leadership: 0%-15%

Percentage _____ X Evaluator's Rating _____ = _____

I. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0%-20%

Percentage _____ X Evaluator's Rating _____ = _____

**Activity and adjustment of percentages are subject to the approval of the Dean.

Faculty Evaluation Tabulation of Scores:

Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Section G	
Section H	
Section I	

Total Evaluation Percentage: _____

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

This faculty evaluation plan shall be submitted to the evaluator no later than the last duty day of **September for each academic year.** However, if any changes are desired, the faculty member must communicate with the evaluator at the earliest reasonable opportunity and no later than the **last duty day in February.**

NON-INSTRUCTIONAL FACULTY (PROFESSORIAL) EVALUATION PLAN

Faculty Member Name

Department

Rank

Division

Evaluator

Academic Year

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.

Faculty will be rated in each section and each subsection on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Exceptional

NOTE: Please choose your percentages in increments of five (5).

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00– 1.99– Improvement Needed
2.00– 2.99– Satisfactory
3.00– 3.99– Strong
4.00– 4.49– Stellar
4.50– 5.00– Exceptional

- A. Direct Services 50%-65%
Percentage _____ X Evaluator's Rating _____ = _____
- B. Program Design and Management 15%-25%
Percentage _____ X Evaluator's Rating _____ = _____
- C. Assessment and Curriculum 10%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- D. Professional Development/Scholarly Activity/Creative Endeavors: 5%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- E. Student Affairs: 5%-10%
Percentage _____ X Evaluator's Rating _____ = _____
- F. Community Service: 0%-10%
Percentage _____ X Evaluator's Rating _____ = _____
- G. Other Activities: 0%-10%
Percentage _____ X Evaluator's Rating _____ = _____

H. Leadership: 0%-15%

Percentage _____ X Evaluator's Rating _____ = _____

I. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0%-20%

Percentage _____ X Evaluator's Rating _____ = _____

**Activity and adjustment of percentages are subject to the approval of the Dean.

Faculty Evaluation Tabulation of Scores:

Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Section G	
Section H	
Section I	

Total Evaluation Percentage: _____

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

This faculty evaluation plan shall be submitted to the evaluator no later than the last duty day of **September for each academic year.** However, if any changes are desired, the faculty member must communicate with the evaluator at the earliest reasonable opportunity and no later than the **last duty day in February.**

DEPARTMENT CHAIRPERSON EVALUATION PLAN

Faculty Member Name

Department

Rank

Division

Evaluator

Academic Year

As you collect evidence for this evaluation, please provide a one (1) to two (2) page reflection narrating the highlights and challenges you experienced over the past year.

Faculty will be rated in each section and each subsection on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Exceptional

NOTE: Please choose your percentages in increments of five (5).

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00– 1.99– Improvement Needed
2.00– 2.99– Satisfactory
3.00– 3.99– Strong
4.00– 4.49– Stellar
4.50– 5.00– Exceptional

- A. Program Design and Management 20%-25%
Percentage _____ X Evaluator's Rating _____ = _____
- B. Assessment and Curriculum 10%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- C. Professional Development/Scholarly Activity/Creative Endeavors: 5%-15%
(First year of a first time DC can choose 0% in consultation with Dean)
Percentage _____ X Evaluator's Rating _____ = _____
- D. Student Affairs: 10%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- E. Community Service: 0%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- F. Other Activities: 0%-15%
Percentage _____ X Evaluator's Rating _____ = _____
- G. Leadership 30%-45%
Percentage _____ X Evaluator's Rating _____ = _____

EVALUATION PLAN (PERCENTAGE FORMS)

Initials: LP GP
VCT SEB
2023

H. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0%-20%

Percentage _____ X Evaluator's Rating _____ = _____

**Activity and adjustment of percentages are subject to the approval of the Dean.

Faculty Evaluation Tabulation of Scores:

Section A	
Section B	
Section C	
Section D	
Section E	
Section F	
Section G	
Section H	

Total Evaluation Percentage: _____

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

This faculty evaluation plan shall be submitted to the evaluator no later than the last duty day of **September for each academic year.** However, if any changes are desired, the faculty member must communicate with the evaluator at the earliest reasonable opportunity and no later than the **last duty day in February.**

**GUAM COMMUNITY COLLEGE
RECORD OF CLASSROOM OBSERVATION**

FACULTY MEMBER:

COURSE:

EVALUATOR:

NUMBER OF STUDENTS:

TIME OF OBSERVATION:

FROM:

TO:

DATE:

OVERVIEW OF OBSERVATION: (Purpose, Preparation, Classroom, Climate, Organization, Planning, Concerns, Recommendations, etc.)

Signature of Faculty / Date

Signature of Evaluator / Date

EVALUATION PLAN

CLASSROOM OBSERVATION GUIDELINES

Observation guidelines include but are not limited to the following illustrative examples.

I. INSTRUCTION

Presentation

- € Learning (purpose and objectives) for the lesson is clearly stated (lesson overview).
- € Is there a connection of the current lesson to previous learning?
- € How clearly does the faculty member express their ideas?
- € Does the faculty member effectively communicate the subject matter to students?
- € The faculty member speaks in a clear and well-modulated voice.

Techniques and Strategies

- € What method(s) of instruction did the teacher use?
- € Was the selection and use of each method appropriate and effective? Why? Why not?
- € What were the various means (lecture, group discussion, student input, inquiry/questions, role playing, information processing activities, other) used by the faculty member to provide information for students to acquire learning?
- € What principles of learning did the faculty member employ?
- € Are the desired skills clearly demonstrated by the faculty member?
- € How did the faculty member encourage students to think and hypothesize?

Instructional Materials

- € Uses the various techniques and equipment to make the presentation of the lesson as interesting as possible.
- € Supplements textbook materials with other references such as journals, hand-outs, etc.
- € The use of audiovisual aids were effective in helping student learning.

Student-Faculty Interaction

- € Does the faculty member show respect for students?
- € Do the students feel free to ask the faculty member questions?

- € Are the students allowed enough time to answer questions?
- € Is the faculty member receptive to students' expression of their viewpoint?
- € Does it seem like the faculty member carefully listens to students' comments?
- € Does the faculty member show sensitivity to students' needs

II. MANAGEMENT

Planning and Preparation

- € Was the faculty member following the course syllabus?
- € Is it evident that the faculty member was well prepared for class?
- € Were the activities varied and well organized?
- € Do the lesson techniques and strategies have a clear sequence and/or well organization design?

Classroom Environment

- € What is the learning environment like?
- € How is the learning environment conducive to learning (safe, pleasant, and orderly)?
- € Is the area setup with the appropriate resources and/or equipment?
- € Does the faculty member's facilitation/intervention skills build a positive classroom environment?

Use of Class Time

- € How consistent is the faculty member in maintaining their class schedule?
- € Does the faculty member employ appropriate strategies to use allocated time effectively?
- € How is the faculty member's time divided among the students?
- € Does the faculty member check to determine if students are progressing on task?

EVALUATION PLAN

Initials:  
VCT SEB
2023

- € The faculty member uses minimum class time for non-instruction routines, thus maximizing time on task.

Student Motivation

- € How does the faculty member arouse student interest in the lesson and/or topic?
- € What forms of motivation were used during the class session?

Classroom Behavior

- € Faculty member is able to manage student behavior in a constructive manner.
- € The faculty member remains alert to student behavior that is consistent or inconsistent with their established classroom rules and procedures.
- € When necessary, constructive verbal feedback is provided to students and/or appropriate action is taken to maintain behavior that is conducive to learning.

Feedback and Evaluation

- € How does the faculty member regularly check student understanding?
- € How did the faculty member give feedback to students?
- € How did the faculty member monitor and assess student performance to ensure students were proceeding towards the outcome?
- € How does the faculty member determine whether or not students have mastered the objectives?

III. CONTENT EXPERTISE

Knowledge

- € Does the faculty member demonstrate knowledge of the subject matter?
- € Is the subject matter explained effectively?
- € Is the faculty member able to explain the subject matter without relying solely on the prescribed readings?
- € Contributions (in lecture, discussion, groups, laboratory, etc).
- € Does the faculty member make the subject matter relative?

- € Does the faculty member present problems and issues relevant to topic(s) of discussion?
- € Does the faculty member relate current discussion to concepts previously learned by students (show how the present topic is related to those topics that have been taught or that will be taught)?
- € Is the faculty member able to relate topics discussed in the lesson to practical situations and/or existing student experiences in a meaningful manner?

ONLINE & HYBRID COURSES

Types of Engagement

Guidelines for Observations

Type of Engagement	Definition	Common measurement that teachers can use in virtual settings
Behavioral	How often and for how long learners engage with course materials	• Amount of time a student spends on a virtual learning module • Number of logins to a course site • Consistency of interactions with course materials • Assignments completed • Level of participation in online discussion forums
Cognitive	How learners think about and make connections with what they are learning	• Performance on assignments • Interactions with threaded discussions • Quality of interactions with a session • Word usage in online discussion forums
Emotional	Level of connectedness and caring that learners feel in their learning community	• Student satisfaction with the course and instructor • How students communicate and interact with the instructor and peers • The quality and quantity of student involvement • Emotional reaction to course and whether students feel valued

IMPROVEMENT NEEDED PLAN (INP)

WHEN THE EVALUATION SUMMARY INDICATES UNSATISFACTORY/NEEDS TO IMPROVE

The faculty member and the evaluator will jointly develop a written plan that specifies the actions and responsibilities for each party. The objective of the plan is to achieve satisfactory performance.

OUTCOME OF PERFORMANCE IMPROVEMENT PLAN

_____ This faculty member has successfully completed the improvement activities and is hereby given an overall evaluation rating of _____.

Date _____.

_____ This Faculty member has failed to accomplish identified improvements in Performance within specified time periods, therefore, the final evaluation rating of Unsatisfactory is given.

Date _____.

EVALUATORS COMMENTS: (may include positive or negative examples of information)

FACULTY MEMBERS COMMENTS: (may include rebuttal or include information relevant to the evaluation)

Signed by: _____
Dean/Associate Dean

Date

Signed by: _____
Faculty

Date

EVALUATION PLAN

Initials: *VCT* *SEB*
VCT SEB
2023

APPENDIX D

FACULTY LOAD SCHEDULE (INSTRUCTIONAL)

FACULTY LOAD SCHEDULE (Instructional)

GCC ACADEMIC AFFAIRS DIVISION

Faculty: _____

Rank: _____

Academic Year: _____

Semester: _____

FULL TIME REGULAR LOAD

COURSE NO.	SECTION	COURSE TITLE	STUDENT CONTACT HOURS	HS UNITS	PERIODS	START	END	DAYS	LOCATION	BLDG/ ROOM	REMARKS (e.g. CRN)
------------	---------	--------------	-----------------------	----------	---------	-------	-----	------	----------	------------	--------------------

A. I. SECONDARY CLASSES for fulltime faculty regular load

II. POST SECONDARY CLASSES for fulltime faculty regular load

IV. OTHER-FULL-TIME FACULTY ASSIGNMENT (Attach Alternate Assignment Agreement Form if applicable); CONTINUING EDUCATION/SPECIAL PROJECT ASSIGNMENT

OTHER ACTIVITIES	CONTACT HOURS	OTHER ACTIVITIES	CONTACT HOURS	OTHER ACTIVITIES	CONTACT HOURS

V. OFFICE HOURS
(5 hours total with a minimum of 1 hour blocks, over 3 days.)

DAYS	TIME	ROOM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

VI. LOCAL COMMITTEES

LOCAL COMMITTEES	CONTACT HOURS
☐ NEGOTIATIONS	
☐ PROFESSIONAL DEVELOPMENT INITIATIVES	
☐ ADVANCEMENT-IN-RANK	

B. I. OVERLOAD CLASSES/CONTACT HOURS/LAB2 (NOTICE: Overload classes are subject to possible reassignment to full-time faculty due to enrollment fluctuations.)

II. ADJUNCT- Complete the chart below. I am willing to teach at a reduced rate if enrollment is less than (13) students. Circle YES or NO in each column and initial in the box provided

10-12 3/4	7-9 1/2	6 or Less \$500
YES/NO	YES/NO	YES/NO
INITIAL:	INITIAL:	INITIAL:

Agreed to by Faculty: _____ Date: _____

Approved by Evaluator: _____ Date: _____

Concurred by Department Chairperson: _____ Date: _____

Approved by Dean of School: _____ Date: _____

III. LOCAL COMMITTEES

LOCAL COMMITTEES	CONTACT HOURS
☐ NEGOTIATIONS	
☐ PROFESSIONAL DEVELOPMENT INITIATIVES	
☐ ADVANCEMENT-IN-RANK	

APPENDIX D

Initials:  
VCT SEB
2023

FACULTY LOAD SCHEDULE (NON-INSTRUCTIONAL)

FACULTY LOAD SCHEDULE (Non-Instructional)

Faculty: _____

Rank: _____

Academic Year: _____ Semester: _____

GCC ACADEMIC AFFAIRS DIVISION
FULL TIME FACULTY ASSIGNMENTS

DUTIES and RESPONSIBILITIES

OTHER ASSIGNMENTS (Attach Agreement to Alternate Assignment Form if applicable)

	CONTACT HOURS

LOCAL COMMITTEES

LOCAL COMMITTEES	CONTACT HOURS
☐ NEGOTIATIONS	
☐ PROFESSIONAL DEVELOPMENT INITIATIVES	
☐ ADVANCEMENT-IN-RANK	

NON-INSTRUCTIONAL FACULTY OVERLOAD
CLASSES

COURSE NO.	SECTION	COURSE TITLE	STUDENT CONTACT HOURS	START	END	DAYS	LOCATION	BLDG/ROOM	REMARKS

OTHER ACTIVITIES	CONTACT HOURS		OTHER ACTIVITIES	CONTACT HOURS		OTHER ACTIVITIES	CONTACT HOURS

LOCAL COMMITTEES

LOCAL COMMITTEES	CONTACT HOURS
☐ NEGOTIATIONS	
☐ PROFESSIONAL DEVELOPMENT INITIATIVES	
☐ ADVANCEMENT-IN-RANK	

Complete the chart below.

I am willing to teach at a reduced rate if enrollment is less than (13) students. Circle YES or NO in each column and initial in the box provided.

10-12 %	7-9 %	6 or less \$500
YES/NO	YES/NO	YES/NO
INITIAL:	INITIAL:	INITIAL:

Agreed by Faculty:

Concurred by Department Chairperson

Signature

Date

Signature

Date

Approved by Evaluator

Approved by Dean of School

Signature

Date

Signature

Date

AGREEMENT TO ALTERNATIVE ASSIGNMENT FORM

The parties to this Agreement have reviewed the provisions of the faculty member's respective Workload Article and find the following alternative assignment to be within the parameters established there.

NAME _____

REGULAR
ASSIGNMENT _____

REGULAR SCHEDULED
WORK _____

ALTERNATIVE
ASSIGNMENT _____

ESTIMATION OF TIME TO BE SPENT IN ALTERNATIVE ASSIGNMENT

REDUCTION OF REGULAR ASSIGNMENT

I am aware of my rights as described in the Local-Board Agreement and know that if I so choose, I may discuss any alternative assignment with a Local representative. I have chosen this alternative assignment freely.

FACULTY MEMBER

DATE

DEAN

DATE

APPENDIX E

ADVANCEMENT-IN-RANK PORTFOLIO TEMPLATE

Advancement-in-Rank Portfolio Template

Full Name

Current Rank to Next Rank

If applicable, Date of Last Promotion:

TABLE OF CONTENTS

INTENT OF THIS PORTFOLIO

PROFESSIONAL DEVELOPMENT AND EDUCATION

CRITERION #1: Sustained excellence in teaching or other service in carrying out

the duties and responsibilities established for current rank X

1.1 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where X

Supporting material, description, and date X

Supporting material, description, and date X

Supporting material, description, and date X

1.2 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where X

Supporting material, description, and date X

Supporting material, description, and date X

Supporting material, description, and date X

1.3 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where X

Supporting material, description, and date X

Supporting material, description, and date X

Supporting material, description, and date X

CRITERION #2: Show evidence of Professional Development *date*..... X

2.1 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where..... X

Supporting material, description, and date X

APPENDIX E

Initials  
VCT SEB
2023

Supporting material, description, and date	X
Supporting material, description, and date	X
2.2 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where	X
Supporting material, description, and date	X
Supporting material, description, and date	X
Supporting material, description, and date	X
2.3 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where	X
Supporting material, description, and date	X
Supporting material, description, and date	X
Supporting material, description, and date	X
CRITERION #3: Write the criterion.....	X
3.1 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where.....	X
Supporting material, description, and date	X
Supporting material, description, and date	X
Supporting material, description, and date	X
3.2 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where.....	X
Supporting material, description, and date	X
Supporting material, description, and date	X
Supporting material, description, and date	X
3.3 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where.....	X

<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
CRITERION #4: Write the criterion.....	X
4.1 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where.....	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
4.2 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where.....	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
4.3 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where.....	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
CRITERION #5: Write the criterion.....	X
5.1 One-sentence summary, copied and pasted from "Summary of Activity" sheet, including who, what, when, where.....	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X
<i>Supporting material, description, and date</i>	X

5.2 One-sentence summary, copied and pasted from "Summary of Activity"
 sheet, including who, what, when, where..... X
Supporting material, description, and date X
Supporting material, description, and date X
Supporting material, description, and date X

5.3 One-sentence summary, copied and pasted from "Summary of Activity"
 sheet, including who, what, when, where..... X
Supporting material, description, and date X
Supporting material, description, and date X
Supporting material, description, and date X

INTENT OF THIS PORTFOLIO

The intent of this Portfolio is to provide a structure to ensure faculty seeking Advancement-in-Rank highlight their most notable accomplishments that reflect their excellence in teaching or other service and endeavors to the College. Further, it helps the Committee to evaluate and recommend faculty for Advancement-in-Rank.

CRITERIA

The criteria for Advancement-in-Rank are applicable to all faculty. The applicant shall indicate the Advancement-in-Rank Criteria under which they are from the following list:

1. Sustained excellence in teaching or other service in carrying out the duties and responsibilities established for current rank
2. Show evidence of Professional Development
3. Chairing and/or maintaining programs/departments, committees, significant institutional events, or similar activities.
4. Being a mentor and/or serving as a model.
5. Make significant professional contributions in community service which are relevant to the mission of the College.

Of the above listed criteria, the following must be met:

1. Instructor to Assistant Professor - Criterion 1, 2, and one additional criterion
2. Assistant Professor to Associate Professor - Criterion 1, 2, and two additional criterion
3. Associate Professor to Professor - Criterion 1, 2, and three additional criterion

PROFESSIONAL DEVELOPMENT AND EDUCATION

Attach ONLY supporting documents of professional development courses successfully completed since the last date of submission for Advancement-in-Rank.

Any certificates or supporting documents should be attached as part of Criterion #2 – Professional Development.

Degrees Awarded

High School Diploma	School		Year
Associate's Degree	School	Major	Year
Bachelor's Degree	School	Major	Year
Post Bachelor's Degree	School	Concentration	Year

Educational Credits Awarded

Name (Type)	Issued by	Date
Name (Type)	Issued by	Date

Professional Development Workshops/Training

Professional Licenses

Name (Type)	Issued by	Date
Name (Type)	Issued by	Date

Certificates

Name (Type)	Issued by	Date
Name (Type)	Issued by	Date

CRITERION #1

Sustained excellence in teaching or other service in carrying out the duties and responsibilities established for current rank

Summary of Activity

Criterion #1

1.____ (e.g. 1.1, 1.2, 1.3, etc.)

Applicants should choose their most notable endeavors that promote quality in the programs of the College. The suggested range is as follows:

Assistant Professor: Between 3 to 5 Summary of Activity Sheets per criterion

Associate Professor: Between 4 to 7 Summary of Activity Sheets per criterion

Professor: Between 5 to 9 Summary of Activity Sheets per criterion

Provide a one sentence summary (include who, what, when, where) of this activity for this criterion. Also, provide a short narrative (no more than 2 paragraphs) describing this activity to support your criterion. List the relevant date(s) of the activity and the role that you served. Then attach up to 3 relevant documents to substantiate this activity.

One Sentence Summary: _____

Two-paragraph narrative: _____

Relevant Date(s): _____

Role: _____

CRITERION #2

Show evidence of professional development

Summary of Activity

Criterion #2

2.____ (e.g. 2.1, 2.2, 2.3, etc.)

Applicants should choose their most notable endeavors that promote quality in the programs of the College. The suggested range is as follows:

Assistant Professor: Between 3 to 5 Summary of Activity Sheets per criterion

Associate Professor: Between 4 to 7 Summary of Activity Sheets per criterion

Professor: Between 5 to 9 Summary of Activity Sheets per criterion

Provide a one sentence summary (include who, what, when, where) of this activity for this criterion. Also, provide a short narrative (no more than 2 paragraphs) describing this activity to support your criterion. List the relevant date(s) of the activity and the role that you served. Then attach up to 3 relevant documents to substantiate this activity.

One Sentence Summary: _____

Two-paragraph narrative: _____

Relevant Date(s): _____

Role: _____

CRITERION #3

Write the criterion here.

Summary of Activity

Criterion #3

3.____ (e.g. 3.1, 3.2, 3.3, etc.)

Applicants should choose their most notable endeavors that promote quality in the programs of the College. The suggested range is as follows:

Assistant Professor: Between 3 to 5 Summary of Activity Sheets per criterion

Associate Professor: Between 4 to 7 Summary of Activity Sheets per criterion

Professor: Between 5 to 9 Summary of Activity Sheets per criterion

Check one.

- ☐ Chairing and/or maintaining programs/departments, committees, significant institutional events, or similar activities.
- ☐ Being a mentor and/or serving as a model.
- ☐ Make significant professional contributions in community service which are relevant to the mission of the College.

Provide a one sentence summary (include who, what, when, where) of this activity for this criterion. Also, provide a short narrative (no more than 2 paragraphs) describing this activity to support your criterion. List the relevant date(s) of the activity and the role that you served. Then attach up to 3 relevant documents to substantiate this activity.

One Sentence Summary: _____

Two-paragraph narrative: _____

Relevant Date(s): _____

Role: _____

CRITERION #4

Write the criterion here.

Summary of Activity

Criterion #4

4. ____ (e.g. 4.1, 4.2, 4.3, etc.)

Applicants should choose their most notable endeavors that promote quality in the programs of the College. The suggested range is as follows:

Assistant Professor: Between 3 to 5 Summary of Activity Sheets per criterion

Associate Professor: Between 4 to 7 Summary of Activity Sheets per criterion

Professor: Between 5 to 9 Summary of Activity Sheets per criterion

Check one.

- ☐ Chairing and/or maintaining programs/departments, committees, significant institutional events, or similar activities.
- ☐ Being a mentor and/or serving as a model.
- ☐ Make significant professional contributions in community service which are relevant to the mission of the College.

Provide a one sentence summary (include who, what, when, where) of this activity for this criterion. Also, provide a short narrative (no more than 2 paragraphs) describing this activity to support your criterion. List the relevant date(s) of the activity and the role that you served. Then attach up to 3 relevant documents to substantiate this activity.

One Sentence Summary: _____

Two-paragraph narrative: _____

Relevant Date(s): _____

Role: _____

CRITERION #5

Write the criterion here.

Summary of Activity

Criterion #5

5.____ (e.g. 5.1, 5.2, 5.3, etc.)

Applicants should choose their most notable endeavors that promote quality in the programs of the College. The suggested range is as follows:

Assistant Professor: Between 3 to 5 Summary of Activity Sheets per criterion

Associate Professor: Between 4 to 7 Summary of Activity Sheets per criterion

Professor: Between 5 to 9 Summary of Activity Sheets per criterion

Check one.

- ☐ Chairing and/or maintaining programs/departments, committees, significant institutional events, or similar activities.
- ☐ Being a mentor and/or serving as a model.
- ☐ Make significant professional contributions in community service which are relevant to the mission of the College.

Provide a one-sentence summary (include who, what, when, where) of this activity for this criterion. Also, provide a short narrative (no more than 2 paragraphs) describing this activity to support your criterion. List the relevant date(s) of the activity and the role that you served. Then attach up to 3 relevant documents to substantiate this activity.

One Sentence Summary: _____

Two-paragraph narrative: _____

Relevant Date(s): _____

Role: _____

APPENDIX F

MEMBERSHIP



A Union of Professionals
American Federation of Teachers, AFL-CIO, Local 6476

**Guam Community College Faculty Union
AFT Local 6476
Membership Application**

Name: _____ Date:

Faculty Rank: _____

Mailing Address: _____

Email Address: _____

I hereby authorize the Guam Community College to deduct membership dues at the rate of $\frac{3}{4}$ of 1% of my annual salary, as per Article X, Section 1, of the GCC Faculty Union Constitution plus the prevailing per capita amounts for the AFT. I understand that these deductions must continue for one year from the date of the first deduction, after which I may withdraw my membership.

Signature

Received for the GCC Faculty Union by:

_____	_____	_____	
Print Name	Title	Signature	Date

Received for Guam Community College by:

_____	_____	_____	
Print Name	Title	Signature	Date

Effective Date of Membership

APPENDIX G

GUAM COMMUNITY COLLEGE

REQUEST FOR CERTIFICATE OF ELIGIBILITY FOR ADVANCEMENT-IN-RANK

To: Chief Human Resources Officer

From: _____

(Print Full Name)

I hereby request a Certificate of Eligibility for Advancement-in-Rank (Ref. Article XIV)

Current rank: _____

Applying for the rank of: _____

I understand this request must be submitted to the Chief Human Resources Officer on or before April 1st and expires in one (1) year.

Faculty Member's Signature

Date

APPENDIX G
Request for Certificate of Eligibility for Advancement-in-Rank

Adj/10.18.2022

APPENDIX G

Initials: DS SD
VCT SEB
2023

APPENDIX H

RANGE OF PENALTIES FOR STATED OFFENSES

RANGE OF PENALTIES FOR STATED OFFENSES

(Reprimands – Suspensions – Dismissals)

* In as much as a reprimand is not an adverse action under these rules, a management official need not apply the Adverse Action Procedures. The penalty of reprimand is included in the schedule to institute progressive disciplinary action against an employee or group of employees. Reprimands shall not remain in an employee's personnel file for more than one year.

NATURE OF OFFENSE	1 ST Offense		2 nd Offense		3 rd Offense	
	Min	Max	Min	Max	Min	Max
A. Unauthorized absence.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
B. Falsifying attendance record for oneself or another employee.	Reprimand	Suspension	Suspension	Suspension	Suspension	Dismissal
C. Leaving job to which assigned at any time during working hours without proper permission.	Reprimand	Suspension	Suspension	Suspension	Suspension	Dismissal
D. Unexcused or unauthorized absence on one or more scheduled days of work or assigned overtime.	Reprimand	Suspension	Suspension	Suspension	Suspension	Dismissal
E. Unexcused tardiness.	Reprimand	Suspension	Reprimand	Suspension	Suspension	Dismissal
F. Actual or attempted theft of Government property or the property of others.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal

CONDUCT

A. Criminal, dishonest, infamous or notoriously disgraceful conduct adversely affecting the employee/employer relationship (on duty or off duty)	Reprimand	Suspension	Suspension	Suspension	Suspension	Dismissal
B. Disobedience to constituted authorities, or deliberate refusal to carry out any proper	Reprimand	Suspension	Suspension	Suspension	Suspension	Dismissal

NATURE OF OFFENSE	1 ST Offense		2 nd Offense		3 rd Offense	
	Min	Max	Min	Max	Min	Max
order from a supervisor having responsibility for the work of the employee; insubordination.						
C. Disorderly conduct; fighting threatening or attempting to inflict bodily injury to another; engaging in dangerous horseplay, or resisting competent authority.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
D. Disrespectful conduct; use of insulting, abusive, or obscene language to or about other personnel.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
E. Falsification, misstatement, or concealment or material fact in connection with any official proceedings.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
F. False testimony or refusal to testify in an inquiry, investigation or other official proceedings.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
G. Knowingly making false or malicious statements with the intent to harm or destroy the reputation of authority, or official standing of individuals or organizations.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
H. Gambling or unlawful betting during working hours.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
I. Promotion of gambling on Government premises.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
J. Willful damage to Government property or the property of others.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
K. Engaging in prohibited acts covered in Section 9102 of 4 Guam Code Annotated.	Suspension	Dismissal		Dismissal		

(Penalty shall be imposed pursuant to Section 9103 4 GCA)

DISCRIMINATION

A. Discriminating against an employee or applicant because of race, color, religion,	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
--	-----------	-----------	------------	-----------	------------	-----------

NATURE OF OFFENSE	1 ST Offense		2 nd Offense		3 rd Offense	
	Min	Max	Min	Max	Min	Max
sex, national origin, age, handicapped, creed, political affiliation or marital status or other prohibited discriminatory practices.						

INTOXICANTS

A. Reporting for duty or being on duty under the influence of intoxicants, unauthorized possession of or attempting to bring intoxicants on Government premises.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
B. Reporting for duty while under the influence of a narcotic or dangerous drug, or use of same on Government property or on duty.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal
C. Unauthorized sale or transfer of narcotic or dangerous drug on Government property or during duty hours.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal

PERFORMANCE

A. Careless workmanship resulting in spoilage or waste of materials or delay in production.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
B. Covering up or attempting to conceal defective work; removing or destroying same without permission	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
C. Failure or delay in carrying out orders, work assignments; or instructions or superiors.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
D. Loafing, wasting time, or inattention to duty.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
E. Sleeping on duty where life or property is endangered.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal

NATURE OF OFFENSE	1 ST Offense		2 nd Offense		3 rd Offense	
	Min	Max	Min	Max	Min	Max
F. Unauthorized use or possession of, loss of or damage to Government property or the property of others.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal

SAFETY

A. Failure to observe precautions for personal safety posted rules, signs, written or oral safety instructions, or to use protective clothing or equipment.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
B. Violation of safety regulations which endangers life or property.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
C. Endangering the safety of or causing injury to personnel through carelessness.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
D. Failure to observe no smoking regulations or carrying matches in restricted areas.	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal
E. Violating traffic regulations, reckless driving on Government premises, or improper operation of government motor vehicles.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal

APPENDIX I



Office of the Vice President for Academic Affairs
Virginia C. Tudela, Ph.D.

MEMORANDUM

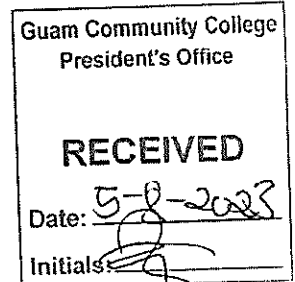
VPAA 2023-006

TO: Frank P. Arriola
Chair, Board of Trustees

VIA: Dr. Mary A.Y. Okada *M. Okada*
President

FROM: Dr. Virginia C. Tudela *V. Tudela*
Vice President for Academic Affairs

SUBJECT: Ratification of Agreement between the GCC Faculty Union, Local 6476
AFT/AFL-CIO and the GCC Board of Trustees for Faculty for Academic Years
2023-2029



DATE: May 8, 2023

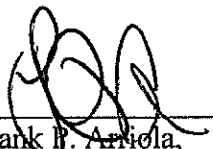
Per Simone Bollinger's memo attached to this document, the Guam Community College Faculty Union invited dues paying members of the GCC Faculty Union Local 6476 AFT/AFL-CIO to participate in a secure, online vote to ratify the above referenced Agreement.

As noted in Ms. Bollinger's memo, 72% (54/75) of dues paying members participated in the online survey. Of the 54 members who cast their votes, 49 members (which represented 92.45% of cast votes) voted to ratify the agreement. Four members who cast their votes (7.55% of cast votes) voted against it. One member abstained from voting.

Results were reviewed by the Union's Executive Council during a special meeting held on March 13, 2023 and certified on March 21, 2023.

The new Agreement will be implemented beginning fall 2023 semester, after its approval by the Board.

☒ APPROVED
☐ DISAPPROVED



Frank P. Arriola,
Chair, Board of Trustees



Local 6476, AFT/AFL-CIO



A Union of Professionals

American Federation of Teachers, AFL-CIO

President
Simone
Bollinger

Vice President
Jo Nita
Kerr

Secretary
Juanita
Tenorio

Treasurer
Pilar
Pangelinan

Stewards
Eric Chong
Frank Evangelista
Eric Ji
Kathryn Maloney
Jose Munoz
Michelle Randle
Vicky Schrage
Yvonne Tam
Juanita Tenorio
Patty Terlaje
Ricky Tyquengco
Kat Uchlma

MEMORANDUM

TO: Dr. Virginia Tudela 
Vice President Academic Affairs
BOT Chief Negotiator
Guam Community College

FROM: Simone Bollinger 
President and Chief Negotiator
GCC Faculty Union, Local 6476 AFT/AFL-CIO

DATE: March 21, 2023

SUBJECT: Ratification of Agreement between the Guam Community College
Faculty Union, Local 6476 AFT/AFL-CIO and the Guam Community
College Board of Trustees 2023-2029

Guam Community College VPAA Office
Received
Date: 03.01.2023
Initials: 

Dues-paying members of the GCC Faculty Union Local 6476 AFT/AFL-CIO were invited to participate in a secure, online vote to ratify the above referenced subject. The voting period was from March 6, 2023 to March 12, 2023.

It is with great pleasure that I announce that 72% (54/75) of dues-paying members participated resulting in an overwhelmingly favorable result towards ratification. Of those that voted, 92.45% (49/53) voted yes and 7.55% (4/53) voted no. One member abstained.

These results were reviewed by the Union's Executive Council during a special meeting held on March 13, 2023 and certified on March 21, 2023.

On behalf of the entire Faculty Negotiating Team, we'd like to acknowledge the true spirit of collaboration that drove the negotiation, and note that students and the Institution as a whole remained in focus during the process. It is this mission-driven, collegial culture that underpins this Agreement and we look forward to its implementation.

Cc: Negotiations Team Members
Executive Council Files

APPENDIX J



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

Office of the Governor of Guam

**GRANT OF EXCLUSIVE RECOGNITION
Guam Community College Faculty Union, Local 6476 AFT/AFL-CIO**

Whereas, Title 4, Guam Code Annotated, Section 10109 provides that a qualified employee organization shall be recognized as the exclusive representative of public employees in an appropriate employee unit when a "determination is made that the organization has a membership of not less than ten percent (10%) of the total number of employees in the unit, and has been designated as their exclusive representative by a majority of the unit employees; and

Whereas, on August 27, 2010, the Guam Federation of Teachers (GFT), AFT Local 1581, AFL-CIO renounced and withdrew any and all claims of exclusive recognition for the Guam Community College (GCC) faculty unit;

Whereas, on November 3, 2010, the Board of Trustees of GCC adopted Resolution No. 3-2011 relative to acknowledging the GCC Faculty Union, Local 6476 AFT/AFL-CIO as the successor to the representation rights of the GFT/GCC Faculty Union, GFT Local 1581; and

Whereas, on May 9, 2016, the GCC Faculty Union, Local 6476 AFT/AFL-CIO petitioned that it be recognized as the exclusive representative for the GCC faculty unit; and

Whereas, the GCC Board of Trustees supports the petition of GCC Local 6476 for exclusive recognition, and further represents that Local 6476 meets and satisfies all of the criteria and statutory requirements for exclusive recognition as set forth in Guam law. (See, PUBLIC EMPLOYEE-MANAGEMENT RELATIONS ACT, Title 4 G.C.A., Chapter 10; Title 2 G.A.R.R. Chapter 5); and

Whereas, Title 2, Guam Administrative Rules & Regulations, Section 5107(a) provides that the Governor of Guam shall have sole power to grant to an employee organization recognition as the exclusive bargaining agent for an appropriate employee unit.

Now therefore, all requirements of law having been met, I, EDDIE BAZA CALVO, Governor of Guam hereby grant the **GUAM COMMUNITY COLLEGE FACULTY UNION, LOCAL 6476 AFT/AFL-CIO** exclusive recognition for the purposes the representing the employees in the Guam Community College faculty unit in all matters of collective bargaining and employee/employer relations. This recognition is subject to the laws of Guam.

Dated this 10th Day of June, 2016.


EDDIE BAZA CALVO
Governor of Guam

Ricardo J. Bordallo Governor's Complex • Adelup, Guam 96910
Tel (671) 472-8931 • Fax: (671) 477-4826 • governor.guam.gov • calendar.guam.gov

 Eddie Baza Calvo

 @eddiebazacalvo

 @governorcalvo

 governorofguam

PERTINENT DATES

PERTINENT DATES

(See Articles listed for additional information)

JANUARY		
By the 15 th	Advancement-in-Rank applicants can withdraw their application	Article XIV
By the 31 st	AIR deliberates and votes on applications and notifies applicants	Article XIV
By the 31 st	AIR applicants receive Committee's recommendations	Article XIV
By the 31 st	DC elections	Article VI

FEBRUARY		
By the 14 th	Dialogue between Dean and Postsecondary instructional faculty must have begun	Article X
By the 15 th	Advancement-in-Rank committee submit written report to the College President	Article XIV
By the 28 th	Applicants will receive College President's notice of approval or disapproval of Advancement-in-Rank	Article XIV
By the 28 th	Revised percentage forms due	Appendix C

MARCH		
Performance Appraisal for Postsecondary shall be held no later than 1 month before the end of the academic year. For Secondary Faculty, one month before the end of the school year.		Article XVI
By the 1 st	Applicants denied for promotion may meet with Advancement-in-Rank	Article XIV
By the 1 st	Draft calendar due to Faculty Senate for review (from Calendar Committee)	Article XIII
By the 1 st	Workload due to the Dean for following Fall semester	Articles VII, VIII, X, XI
By the 15 th	Comments from Faculty Senate due back to Calendar Committee	Articles VII, VIII, X, XI
By the 15 th	Dialogue between Dean and Department Chairs requesting 10, 11, 12-month schedule must have begun	Article XIII
By the 31 st	Advancement-in-Rank submit Committee's Annual Report	Article XIV

APRIL		
By the 1 st	Dialogue between Dean and non-instructional faculty requesting 10, 11, 12-month schedule must have begun	Article XI
By the 1 st	Calendar Committee presents proposal to College President via the VPAA	Article XIII
By the 1 st	Applicants must request for Certificate of Eligibility for Advancement-in-Rank	Article XIV
By the 15 th	Faculty Senate must elect President for upcoming AY	Article XIII
By the 30 th	Secondary faculty wishing to transfer unused personal leave to sick leave must submit request	Article XVIII

MAY		
By the 1 st	Committees must identify chairpersons and membership for next AY	Article XIII
By the 1 st	Year-end reports due from committees to VPAA	Article XIII

JULY		
By the 31 st	Department Chairperson cycle ends	Article VI

AUGUST		
By the 1 st	Department Chairperson term begins	Article VI

SEPTEMBER		
By the 1 st	Advancement-in-Rank internal requirement	Article XIV
By the 15 th	PDIC meet with VPAA, VP Finance	Article XV
By the 30 th	Local President will request for spring PDD from VPAA	Article XV
By the 30 th	Percentage forms due to Deans	Appendix C

OCTOBER		
By the 1 st	Workloads due to Dean for Spring semester	Articles VII, VIII, X, XI
By the 1 st	Effective date of Advancement-in-Rank	Article XIV
By the 1 st	Conditions of Advancement-in-Rank must be met in order to apply	Article XIV
By the 1 st	Advancement-in-Rank applicant must submit Letter of Intent, Certificate of Eligibility, and resume	Article III
By the 10 th	College will invoice Local	Article III
By the 31 st	Local will submit payment to College	Article III

NOVEMBER		
By the 15 th	Advancement-in-Rank applicants must submit complete portfolio	Article XIV
By the 18 th	Advancement-in-Rank must announce names of applicants and rank for which they've applied	Article XIV
By the 30 th	Letters of Recommendation due to Advancement-in-Rank Committee	Article XIV

DECEMBER		
By the 15 th	If desired, Advancement-in-Rank applicants submit written rebuttals to testimony received by Advancement-in-Rank Committee	Article XIV

END OF DOCUMENT

END OF DOCUMENT

Initials:  
VCT SEB
2023