Agreement
Between
the Guam Community College
Faculty Union Local 6476
AFT/AFL-CIO
&
the Guam Community College
Board of Trustees
2017-2023

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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).

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.

SECTION A – GENERAL PROVISION

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 all academic personnel in the service of the Guam Community College including Assistant Instructor, Instructor, Assistant Professor, Associate Professor, Professor, and all other positions not mentioned in the following exclusions: President, Vice-President(s), Dean(s), Human Resources Administrator and Human Resources employees, supervisors, part-time, limited-term, or temporary employees.

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 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 shall be separate and apart from the Local and shall not engage in any activity which is in conflict with the functions of the Local or 4 GCA, Chapter 10 (PEMRA).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 Faculty Senate President, the Faculty Senate President-Elect, the Faculty Senate Past President, and two (2) at-large senators. Senators may be dues-paying members of the Local.

D. 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).

E. DEFINITIONS

ACADEMIC YEAR POSTSECONDARY – Fall and Spring Semester as established by the Joint Calendar Committee and approved by the Board. The academic year may be revisited in accordance with the Year-Round Education (YRE) Article.

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

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.

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.

CTE – Career and Technical Education.

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 – The practice of offering educational services, to include instruction and support services, to students who are not physically co-located with the individuals providing the instruction or service.

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 also Articles XVI, XVIII, XX, and XXII for individual faculty duty day descriptions.

EMPLOYEE – A member of the GCC Faculty Union/Bargaining Unit. In this Agreement, an employee may be referred to more specifically by functional title.

FACULTY MEMBER – See Employee. Employee of the College hired on a nine (9) month status/assignment.

GROSS – Serious, criminal, or egregious.

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

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 his/her 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 his/her 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 SERVICE 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 his/her 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 Human Resources Administrator and not later than five (5) days after the receipt of the request, a current listing of members in 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.

7. Dues Deduction
   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.

8. College Charges
   The College will invoice the Local annually two percent (2%) of the total faculty union dues collected for the academic year. The invoice shall be issued by August 15 and payable by the Local no later than September 15.

9. 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) he/she wishes to invite to campus as guest speaker(s) provided the presentation relates to the subject of his/her course.

This agreement also recognizes Board Policy 460 on Academic Freedom, which is stated below:

WHEREAS, the Guam Community College Board of Trustees desires to promote and assure public understanding and support of academic freedom in the College; and

WHEREAS, institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole; and

WHEREAS, the common good depends upon the free search for truth and free exposition; and

WHEREAS, academic freedom is essential to these purposes and applies to both teaching and research; and

WHEREAS, freedom in research is fundamental to the advancement of truth; and

WHEREAS, academic freedom in its teaching aspect is fundamental for the protection of the rights of the faculty member in teaching and of the students in learning; and

WHEREAS, teaching includes, but is not limited to: method of teaching, method of presentation, materials used in teaching presentations, and all things related to the students' classroom learning; and

WHEREAS, it carries with it duties correlative with rights.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees adopts as its policy the following statement on Academic Freedom:

The faculty member is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties.

The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

This policy is subject to periodic review by the Board and the parties shall meet to negotiate the updated policy and thereafter incorporate it herein.

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.

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 development, maintenance and assessment, orientation and assistance to individual department members, participation in the promotion of the department's programs, recruitment and retention of students, community relations, and service. 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, except for non-instructional faculty (as stipulated under D.1a of this article), other than career counselors (postsecondary and secondary). 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.

2. 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 his/her 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 one and one-half (1½) 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 XV.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 XV.A and XV.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.
   (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, in a timely manner, 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 with the department or the Department Chairperson and affected faculty member(s). At that meeting, the Dean will provide each member or affected member of the department with the department's schedule of classes and teaching assignment for the upcoming term.

3. 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 his/her 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:
      (1) Rank and Permanent Faculty Service with GCC-Points awarded for rank shall concur with points awarded in Article XV.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).

(2) 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 work load 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.
   (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 in a timely manner 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 with the department or the Department Chairperson and affected faculty member(s). At that meeting, the Dean will provide each member or affected member of the department, with the department's schedule of classes and teaching assignment for the upcoming term.

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 his/her 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 two (2) consecutive years and begin on the following August 1. Department Chairpersons may not serve more than two (2) consecutive terms. The exception will be when no other faculty member expresses interest to serve as Department Chairperson.
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 his/her schedule to the Dean and each member of the department each semester.

      Academic:
      (1) 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.
      (2) 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 provide a general overview of the strategic planning initiatives to support student success.

(3) Attend Department Chairpersons' meetings, be available for daily consultation with the Dean on departmental matters, and inform department faculty of these discussions and decisions.

(4) Provide leadership in developing and revising curriculum for the department, as well as the assessment of such curriculum.

(5) Take an active part in the recruitment, retention, and completion of students.

(6) Facilitate and serve as a member of the appropriate Workforce Advisory Committee pertaining to the Board's responsibilities as established by law.

(7) 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.

(8) 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. On or before the last duty day in February, Department Chairpersons shall be given workload assignments and/or release from their nine (9) month assignment for the following academic year according to the following criteria:

Criteria	**Rating**				
	0	**1**	**2**	**3**	**4**
1. Postsecondary FTE Per Department*	-	10+	7-9	4-6	0-3
2. Secondary Faculty FTE *	0	1-3	4-6	7-9	10+
3. Part-Time Faculty (True Adjunct) Per Department ***	0	1-8	9-16	17-24	25+
4. Total Credit Hours taught by Department in the Semester ***					
a. Postsecondary	0	1-18	19-36	37-54	55+
b. Secondary	0	0.5-1.5	2-3	3.5-4.5	5+
5. Curriculum Development/Revision**	0	1-4	5-8	9-12	13+
6. Assessment	-	Approved	Approved with Changes	Resubmit	Outdated Curriculum
7. Number of Programs	0	1-2	3-4	5-6	7+
8. Grant Management/MOA	0	$1-$100K	$101K-$200K	$201K-$300K	$301K
9. Program Accreditation/ Industry Certification/ Articulation/Other	0	1	2	3	4
10. Student Recruitment, Advisement, Retention, Completion	-	1	2	3	4

BASELINE:

Points	Release from 225 hours	Number of classes to teach
1 to 9	20%	4
10 to 18	40%	3
19 to 27	60%	2
28 to 36	80%	1
37 to 44	100%	0
The DC Workload Supplemental Tool (WST) shall be used. The weight of each criteria on the WST is under the discretionary authority of the Dean with Approval of VPAA and President. * Not including Department Chair ** Total points given in this area varies by the total number of curriculum documents that will be updated in line with the department strategic plan *** For the initial implementation of this tool (Criteria 3 & 4), the average of the last three (3) academic years (Academic Years 2014-2015, 2015-2016, 2016-2017) will be used. Beginning in academic year 2017-2018, actual data from the previous, current, and upcoming academic years will be used.		

DC Workload Supplemental Tool (WST)

#	Responsibilities	Unit (N)	Formula	Hours
1	Provides support for students with resolving problems.			
2	Academic Advisement			
3	3-year strategic plan- Includes collaborating with department members, industry experts, research, and then formulating plan.			
4	Volunteer Efforts for Departmental Improvement			
5	Curriculum Development & Revision			
6	Degreed (Professional Development Activity)			
7	Represent Department at College Related Activities			
8	Facilitates, Guides, and Ensures Continuous efforts for assessment **(Program Level)**			
	Assessment Plan **(3-5 SLOs)**			
	Data Collection Status			
	Assessment Report/Use of Results			
	Implementation Status			
9	Facilitates, Guides, and Ensures Continuous efforts for assessment **(Course Level)**			
	Assessment Plan **(3-5 SLOs)**			
	Data Collection Status			
	Assessment Report/Use of Results			
	Implementation Status			
10	Facilitates and serves as an Advisory Committee Member, CTE Only			
OTHER DUTIES				
11	All other items requested for consideration			
	Total			

b. Release from specific professional responsibilities for non-instructional Department Chairpersons will be reflected in the workload as mutually agreed upon by the Department Chairperson and the Dean.

c. 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 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 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.

d. 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 $\left(\frac{2}{3}\right)$ 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, he/she 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, he/she shall have five (5) duty days from the date of receipt of the notification letter to respond to the removal in writing. He/she may resort to the Article XIII.C, Step Three (Appeal to the Vice President for Academic Affairs), but shall remain removed during the appeal process.

D. ORGANIZATION

1. The parties agree that it may be necessary to hire faculty or administrators to be twelve (12) month Department Chairpersons. 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. If reorganization occurs during the fiscal year, budgets will remain assigned programmatically.
3. 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 XV.D.4 and/or XV.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 - 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 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 XV.C -Planning for Financial Exigency and Article XV.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.

C. 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. Calendar Committee
   b. Resources, Planning, and Facilities Committee
   c. Negotiations Committee
   d. Advancement-In-Rank Committee
   e. Professional Development Review Committee (PDRC)

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 Committee	
Charge	The Local President and the Board will convene the Negotiations Committee two (2) years prior to the expiration date of this Agreement to review the Faculty Job Specifications and/or Faculty Evaluation process (see Article X-Performance Appraisal) as needed. The Negotiations Committee will prepare written recommendations for the negotiating team to review for possible inclusion to the 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	For academic years 2021-2022 and 2022-2023, committee members will have the following: A) For postsecondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty workload or release.

Advancement-In-Rank Committee	
Charge	Refer to Article VIII-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.
Term	A term is defined as three (3) years. Members shall serve no less than three (3) years with staggered terms and may not serve two (2) consecutive terms.
Workload	The first year of this Agreement (AY 2017-2018) will be a transition year; faculty who are members of the committee will receive one (1) release with set deliverables each semester. Faculty may opt for compensation or release after the transition year. A) For postsecondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty workload or release.

Professional Development Review Committee (PDRC)	
Charge	Refer to Article IX-Professional Development Initiatives.
Chairperson	Chairperson and/or Chairperson-Elect to be elected from among the membership.
Composition	The PDRC shall be elected by the Local dues paying members of the Bargaining Unit and consists 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.
Term	A term is defined as three (3) years. Members shall serve no less than three (3) years with staggered terms and may not serve two (2) consecutive terms.
Workload	The first year of this Agreement (AY 2017-2018) will be a transition year; faculty who are members of the committee will receive one (1) release with set deliverables each semester. Faculty may opt for compensation or release after the transition year. A) For postsecondary instructional faculty: instructional hours reduced to 180 per semester. B) For all secondary and non-instructional faculty: participation to be reflected in faculty workload or release.

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 VIII - 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.

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 Human Resources Administrator.
   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 Human Resources Administrator 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 Human Resources Administrator. 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 Human Resources Administrator.
   d. Request in writing Letters of Recommendation from his/her colleagues and others.
   e. Demonstrate sustained excellence in teaching or other service in carrying out his/her duties and responsibilities.
   f. The criteria for advancement-in-rank are applicable to all faculty. The applicant shall indicate the Advancement-in-Rank Criteria under which he/she is applying in his/her request for recommendations from the following list:
      (1) Chairing and/or maintaining programs, committees, or organizations.
      (2) Initiation, organization, and completion of projects which significantly shape the development of the College's efforts, services, or programs.
      (3) Being a mentor and/or serve as a model.
      (4) Make significant professional contributions in community service which are relevant to the mission of the College.
      (5) Show evidence of professional development.

      Of the above listed criteria the following must be met:
      Instructor to Assistant Professor – three (3) of the criteria
      Assistant Professor to Associate Professor – four (4) of the criteria
      Associate Professor to Professor – five (5) of the criteria
   g. Using the following guidelines, additional duties, functions and activities shall or shall not be applied as equivalencies:
      (1) Adjunct teaching shall not apply,
      (2) No more than one (1) year as the Adjunct Associate Dean, or any other faculty-held administrator position, shall apply. Faculty shall retain all rights and privileges as it pertains to faculty for advancement-in-rank
      (3) No more than two (2) years serving in the position of Department Chairperson shall apply.
   h. On or before October 1, submit his/her Letter of Intent, Certificate of Eligibility, and resume to the Chairperson of the Advancement-in-Rank Committee or his/her designee and a copy of them to his/her Dean.
   i. 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.
   j. On or before November 15, submit a complete portfolio to the Chairperson of the Advancement-in-Rank Committee or his/her designee. The portfolio shall describe and document the major endeavors constituting the basis for advancement-in-rank.
   k. On or before December 15, if desired, submit written rebuttals to testimony received by the Advancement-in-Rank Committee.

l. 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.
m. Be interviewed by the Committee.
n. Applicants may withdraw their application any time prior to January 15.
o. On or before January 31, receive the Committee's recommendation.
p. 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 Human Resources Administrator, the Chairperson of the Advancement-in-Rank Committee, and to the applicant's Dean.
q. After March 1, if he/she so desires, meet with the Advancement-in-Rank Committee to discuss reasons for denial.
r. Request the return of his/her portfolio no sooner than three (3) years from the effective date of his/her advancement-in-rank. (Portfolios may be destroyed by the Human Resources Administrator 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 and other officers.
   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.

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. Interview each applicant.
   i. 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. For advancement-in-rank to Professor, five (5) affirmative votes are required. For lower ranks, four (4) affirmative votes are required.

j. 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 his/her portfolio and any Letters of Recommendation received.
k. After March 1, upon request, meet with applications whose applications for advancement-in-rank were not recommended to discuss reasons for disapproval and ways to strengthen their next application.
l. 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.
m. Arrange for the distribution of promotions information to the faculty at the beginning of the next academic year.
n. 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 18, 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 his/her decision to the Human Resources Administrator.

D. MINIMUM QUALIFICATIONS FOR RANK

Minimum qualifications for rank Illustrative Examples of Work, are as listed in Appendix A-Faculty Job Specifications. During the academic year 2020-2021, Appendix A-Faculty Job Specifications for Advancement-in-Rank will be reviewed and updated.

ARTICLE IX - PROFESSIONAL DEVELOPMENT INITIATIVES

A. PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE (PDRC) OVERVIEW

1. Charge

   To review, evaluate, and approve application packets for faculty education, training, workshops/conferences (may include on or off-island speakers), etc. to avail of the funding opportunities for faculty professional development within the framework of the Comprehensive Professional Development Plan (CPDP, 2015). In addition, the PDRC shall plan, develop, and implement professional development and sabbatical initiatives that contribute to faculty growth. Such initiatives may include: workshops, mentoring, faculty forums, individual /departmental professional development activities, credentialing, pursuit of academic credits, sabbatical initiatives, etc. To meet this responsibility, the PDRC shall:

   a. respond to institutional/professional development priorities established by the College as reflected in the CPDP;
   b. encourage and promote ways and means by which faculty may develop their professional skills;
   c. ensure that funds awarded for faculty professional development activities support the college and its institutional strategic master plan;
   d. keep a record of all faculty professional development initiatives, regardless of funding source until the CPDP administrative structure is established.

2. General Provisions

   a. Before the end of the Spring semester, the members of the PDRC shall elect their officers: Chairperson (as needed), Chairperson-elect, and Secretary. The Chairperson-elect will become Chairperson for the following year.
   b. 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.
   c. On or before August 31, examine the previous PDRC's end of the year report, consider its recommendations, and adopt Internal Operating Procedures to include recommended timelines and flow chart for processing of applications and a Code of Professional Ethics for the PDRC.
   d. Arrange for the distribution of sabbatical initiative information to the faculty at the beginning of each academic year.
   e. Prior to September 15, the PDRC 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 to discuss GCC Travel Policies and Procedures. Discussion should include the establishment of procedural or processing timelines.
   f. The PDRC shall hold its first meeting of the academic year to discuss submitted applications no later than September 15, and thereafter meet at least once per month, and shall meet as unforeseen faculty professional development opportunities arise throughout the academic year until funds are exhausted.
   g. A quorum shall consist of a majority of the Committee's members. Members shall not apply for any sabbatical initiative while serving on the PDRC; however, a member may apply for any other professional development initiative but shall recuse himself/herself from the deliberation.
   h. The PDRC shall provide a mid-term written report to the College President via the Vice President for Academic Affairs no later than February 1 and September 1 each year. This mid-term report shall include information relative to the number of faculty awarded study opportunities, off-island travel, costs, plans, and other related topics. Before the

end of the Spring semester, the PDRC 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 PDRC's activities, an evaluation of its Internal Operating Procedures and Code of Ethics and recommendations for procedural change, if any.

i. Professional Development funds may only be encumbered with prior written approval of the PDRC.
j. PDRC will take into consideration special circumstances for professional development activities where information is unavailable a year in advance, such as local conferences.

B. PROFESSIONAL DEVELOPMENT FUNDING REVIEW

Application process and procedures for all professional development initiatives:

1. The applicant shall:
   a. Plan for professional development the academic year prior to the professional development activity.
   b. Submit PDRC application conditionally approved by the Dean for professional development activity that will occur the following academic year to include the subsequent Summer.
   c. Meet and satisfy all the requirements as defined in the PDRC procedures.

2. The Chairperson of the PDRC shall:
   a. Accept applications from faculty for professional development activities that require funding for the next academic year subject to the availability of funds.
   b. Submit the PDRC's written recommendations, with its justification, to the College President via the Dean and Vice President for Academic Affairs.

3. The PDRC shall:
   a. Review, evaluate, and recommend for approval or disapproval each application for professional development and notify each applicant of its decision. Four (4) affirmative votes are required for approval of all initiatives.
   b. Meet with an applicant whose application was not recommended to discuss why the application was disapproved.

4. The College President shall:
   Forward each professional development application decision to the applicant's Dean. The President’s decision is final.

C. SABBATICAL REVIEW PROCESS

1. Purpose
   A sabbatical leave must fulfill one (1) or a combination of the following purposes:
   a. Formal Study
      (1) The program may be one of academic study in residence at an accredited university, college, or an institution approved by the College President. Proposed coursework shall be planned in pursuance of an advanced degree or to achieve specific objectives.
      (2) The program may be one of academic areas in pursuance of proficiency, in a discipline other than the faculty member’s present position requires, provided that the College President determines in advance that there is a need of such supplemental field and approves the study program submitted by the faculty member.

b. Independent Study
The program may be an independent study in the faculty member's field other than formal class work as described in C.1.a above. Such program shall be arranged through an educational or research foundation, government agency, corporation or private enterprise, or an accredited university, college, or an institution approved by the College President.

c. Work Experience
The program may entail work experience. Such a program is intended chiefly for a faculty member who wishes to obtain work experience in the career and technical field in which he/she teaches. The specific company or agency with which the faculty member will be associated and explicit details of the work activities, together with the resulting proficiencies to be gained, shall be submitted with the proposed program.

2. Eligibility
Pursuant to Title 4 GCA, Chapter 4, Section 4110, an applicant must:
   a. Be a fulltime faculty member of Guam Community College.
   b. Be a permanent resident of Guam.
   c. Have completed seven (7) consecutive years of satisfactory service as a faculty member and has not been granted sabbatical leave by the College.
   d. Have obtained a baccalaureate degree or its equivalent, or otherwise be deemed of sufficient skill and experience to deserve such a leave.
   e. Schedule leave so as not to unduly interfere with or disrupt the operations of the College.
   f. Be engaged in endeavors related to his/her field of employment during the period of leave.
   g. Agree to return to his/her employment following such leave for a period of not less than four (4) years.

3. Duration and Compensation
   a. Sabbatical leave means up to one (1) academic year of paid leave.
   b. A faculty member on Sabbatical Leave shall be entitled to full (100%) salary, except as noted in C.3.d below and Government-sponsored benefits such as insurance and retirement.
   c. Faculty members who complete sabbatical leave in accordance with their approved program will receive a satisfactory performance rating.
   d. If a faculty member is granted Sabbatical Leave for the purposes of work experience, and is paid by the employer for such services, and the salary paid is less than the faculty member's regular salary, the faculty member shall be entitled to be paid only the difference between the salary paid by the employer and the faculty member's regular salary, or, if the salary paid is equal to or more than the faculty member's regular salary, the faculty member shall not be entitled to be paid any salary at all. At any time, the College's Human Resources Administrator may request for verification of employment and compensation from the employer. In either case, the faculty member shall retain the other Government sponsored benefits outlined in C.3.b above.
   e. Faculty members granted sabbatical leave will be paid according to the College's normal payroll schedule for employees in active service. It is the responsibility of the faculty member on leave to make arrangements to receive the payments.
   f. If an applicant is granted approval for sabbatical leave and funds are not available, the applicant shall have the option to choose to take educational leave without pay or some mutually agreed upon alternative involving a reduction of the applicant's salary. Nevertheless, funds shall be made available whenever possible.

4. Interruption of Sabbatical Leave
   a. Interruption of the sabbatical leave because of serious accident or illness will be considered.
   b. Failure to fulfill the conditions under which the leave is granted:
      (1) In the event of serious accident or illness, the faculty member shall notify the College President within fifteen (15) days of such accident or illness at which time the College President, in consultation with the faculty member on leave, shall arrange for modification of the sabbatical leave program or return to duty, as appropriate.
      (2) In case of death, the faculty member or his/her estate shall not be required to return compensation received from the College during the leave period. The faculty member's salary and benefits payments shall cease upon the death of the faculty member on leave.

5. Return to Duty
   Upon return to duty, the faculty member shall retain previous rank. While every effort will be made to return the faculty member to his/her previous department and worksite, this cannot be guaranteed by the College.

6. Application Process and Procedures
   b. The applicant shall:
      (1) On or before April 1, submit a written request for a Certificate of Eligibility for Sabbatical Leave from the Human Resources Administrator. 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 Sabbatical Leave.
      (2) Grant access to personnel records to the Chairperson of the PDRC.
      (3) Request in writing, Letters of Recommendation from his/her Dean and Department Chairperson and one (1) other person. If the applicant is a department chairperson, the applicant shall request recommendations from his/her Dean, a faculty member in his/her own department and one (1) other person.
      (4) The applicant shall include in his/her request for Letters of Recommendation, a detailed description of how he/she will use sabbatical leave.
      (5) These letters shall be sent directly to the Chairperson of the PDRC no later than November 30.
      (6) No later than November 15, the applicant shall submit his/her Application packet for Sabbatical Leave to the Chairperson of the PDRC and a copy of it to his/her Dean and the Vice President for Academic Affairs. Refer to C.6.a.(1) of this Article.
         (a) The application packet shall include a Certificate of Eligibility for Sabbatical Leave, a resume, and a detailed professional development plan. The plan shall include a description and documentation of how the applicant will meet all the evaluation criteria listed below:
            i. His/her goals, objectives, and proposed activities, with timelines, and if applicable, document the availability of training/education sought.
            ii. A justification for sabbatical leave which describes the relationship between the applicant's plan and the mission of the College, the department's goals (attach the department strategic plan or a statement from the department chairperson), curriculum, student needs, and a description of the applicant's previous service to the College and the community.

iii. A signed and dated written statement of agreement to return to his/her employment following the sabbatical leave for a period of not less than four (4) years.
iv. Letters of Recommendation and testimony received by the PDRC Committee are supplementary to the Application.

(7) On or before December 15, if desired, submit written rebuttals to testimony received by the PDRC.
(8) Submit additional documentation, within time limits specified by the PDRC, but no later than three (3) duty days after the interview.
(9) Be interviewed by the PDRC.
(10) May withdraw his/her application at any time prior to January 15.
(11) Receive the PDRC's recommendation no later than January 31. No sabbatical leave shall be approved without the recommendation for approval of the PDRC. The PDRC's decision not to recommend an Application for Sabbatical Leave is final.
(12) On or before February 28, receive the College President's notice of approval or disapproval of sabbatical leave. All notices of disapproval shall specify the reason(s) for disapproval. The College President shall send copies of all notices to the Human Resources Administrator, the Chairperson of the PDRC and to the applicant's Dean.

c. The members of the PDRC shall:
(1) Interview each applicant.
(2) Evaluate each Application for Sabbatical Initiative using all of the following criteria:
(a) The applicant's eligibility for sabbatical.
(b) The extent to which the sabbatical initiative advances the mission of the College, supports the goals and priorities of the department, and is responsive to curriculum and student needs.
(c) The applicant's service to the College and the community.
(d) The description of and documentation for the planned professional development initiatives, their availability through alternative means.
(3) Review Letters of Recommendation.
(4) Deliberate on and vote to approve or disapprove each Application for Sabbatical. When sabbatical is not recommended by the PDRC, the recommendation is not subject to appeal.
(5) On or before March 1, at the request of the applicant, meet with the applicant whose Application for Sabbatical was not recommended to discuss the reason for disapproval.

d. The Chairperson or designee of the PDRC shall:
(1) On or before November 15, receive all applications for a sabbatical initiative and sabbatical leave, consisting of the documents required for the application packet as described above.
(2) Upon receipt of the application packet, provide a copy of the PDRC's Internal Operating Procedures to each applicant for sabbatical.
(3) At the direction of the PDRC, secure additional information pertaining to each applicant's professional performance.
(4) Within three (3) duty days of November 15, announce names of applicants for sabbatical, and invite written testimony, to be submitted by November 30 from faculty, staff, administrators, and students on the merits of the applicants and their plans.

(5) Notify each applicant for whom testimony is received, provide access to such testimony, and accept the applicants written rebuttals by December 15.
(6) Notify each applicant of its decision no later than January 31.
(7) On or before February 15, submit the PDRC's written Sabbatical Initiative Recommendation Report to the College President via the Vice President for Academic Affairs and forward each Application and supporting documents to the College President's Office. The PDRC's Report shall contain a justified written recommendation for approval or disapproval of each application for sabbatical initiative, shall rank order each recommendation for approval, and may suggest plans to implement the PDRC's recommendations. The PDRC may recommend disapproval of all applications for sabbatical initiatives submitted, if it so decides.
(8) Transfer PDRC Committee files to the newly elected Chairperson of the PDRC.

e. The College President shall:
(1) Approve or disapprove and notify each applicant by February 28, taking into consideration recommendations of the PDRC, consistent with the provisions of the sabbatical. Forward to the applicant notice of approval (funded or unfunded by the College) or disapproval of the sabbatical initiative and leave. All notices of disapproval shall specify the reason(s) for disapproval. The College President's decision for sabbatical is final.
(2) Send a copy of all notices to the Chairperson of the PDRC and the applicant's Dean.
(3) Forward each sabbatical packet and a copy of his/her decision to the Human Resources Administrator.

ARTICLE X - 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)
   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.

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.

3. Activities to Be Evaluated
   Adjunct, Special Projects, and any activities outside a regular fulltime assignment for which additional compensation is received, shall not be considered for evaluation.

4. 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. 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 approved by the evaluator.
   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) 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.
(4) 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.
(5) 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, he/she is free to note his/her specific disagreement on the evaluation form at that time.
4. The affected faculty member has the right to file a grievance if he/she alleges 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
2. Evidence to verify work performance shall be compiled and presented in a portfolio format.
3. 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.
4. 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 his/her 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 he/she alleges unreasonable requirements in the performance improvement plan.

ARTICLE XI - FACULTY CLASSIFICATION

This Classification is used for the hiring and advancement-in-rank process for faculty.

A. CLASSIFICATION PROCEDURES

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

1. The applicant ensures that his/her complete application is on file with the Human Resources Administrator.
2. The Human Resources Administrator 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 his/her 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 his/her 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 he/she was 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.

I. 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 Human Resources Administrator, the Dean, and the Department Chairperson, with guidance or feedback from the Advisory Committee.

ARTICLE XII - 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 his/her presence at the worksite.
   d. Has a member of his/her immediate family who is seriously ill. 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 fulltime 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 fulltime 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 his/her own or another's illness of four (4) or more consecutive days.
b. Serious illness 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 XVII.D, XIX.D, XXI.D, and XXIII.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. 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 ten (10) duty days 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 his/her 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 miss 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.
   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 miss 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 his/her 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 his/her 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 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. Such 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 his/her 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 his/her 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 XVII-Secondary, XIX-Postsecondary, XXI-Postsecondary Non-instructional, XXIII-Secondary Non-instructional 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 for faculty members (excluding twelve (12) month faculty), not to exceed four (4) days per academic year. 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. There shall be no payment for any portion of unused leave.

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 Workers' Compensation Commission with all pertinent required information for proper processing of work injury claims.
   The Human Resources Administrator 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 his/her 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 fulltime 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 fulltime duty from his/her 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 his/her 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 his/her 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:
   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 his/her field, or to enter employment in the private industry to update one's knowledge and skills in the latest technological development in his/her 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, he/she 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 criteria 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. Refer to Article IX.C. (Professional Development Initiatives).

ARTICLE XIII - 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. 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 (DISCUSSION WITH DEAN)

Within ten (10) duty days of the faculty member becoming aware of the act or condition which is the basis for grievance, the faculty member and/or a Local representative shall meet with the Dean to attempt to resolve the complaint. Day one (1) begins on the next duty day after the faculty member became aware of the act or condition. Faculty are encouraged to resolve grievances in good faith through ongoing discussion with their division Dean without resort to a written grievance whenever possible. Should resolution not be achieved through these discussions, then the faculty member may move to Step Two.

B. STEP TWO (APPEAL TO DEAN)

In the event the grievance is not resolved through ongoing discussion with the Dean in Step One, the faculty member shall submit the grievance, in writing, to his/her Dean within seven (7) duty days of the meeting with his/her Dean (as described in Step One) 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 seven (7) duty days of receiving the grievance.

C. STEP THREE (APPEAL TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS)

If the grievant fails to receive a response within the time limit set forth in Step Two or the response of the Dean does not resolve the grievance, the grievant may appeal to the Vice President for Academic Affairs within seven (7) duty days of receiving the response.

The appeal shall include:

1. Copy of the written grievance as described in Step Two
2. Copy of the decision rendered at Step Two
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 seven (7) duty days of receiving the grievance.

D. STEP FOUR (APPEAL TO THE COLLEGE PRESIDENT)

If the grievant fails to receive a response within the time limit set forth in Step Three or the response of the Vice President for Academic Affairs does not resolve the grievance, the grievant may appeal to the College President within seven (7) duty days of receiving the response.

The appeal shall include:

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

Within seven (7) duty days after the College President receives the appeal, he/she 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.

E. STEP FIVE (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 Two
2. Copy of the decision rendered at Step Two, Three, and Four
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.

F. STEP SIX (APPEAL TO THE BOARD)

An appeal shall be submitted in writing to the Board Chairperson within seven (7) 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 Two
2. Copy of the decisions rendered at Steps Two, Three, Four, and Five
3. Statement of the reasons 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 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.

G. 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 Six, 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 his/her grievance at any point in this procedure.

ARTICLE XIV - 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 XIV.

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 (10^{th}) day falls on a non-duty day, the following duty day shall be the tenth (10^{th}) 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 he/she occupies 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 he/she 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 (1^{st}) offense in certain types of actions.
8. Dismissal – The termination for cause of a faculty member from his/her 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 Human Resources Administrator 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 his/her position with loss of pay as a disciplinary measure or his/her 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 not 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, he/she 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, he/she 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 his/her Official Personnel File and his/her 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 his/her 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 his/her 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 his/her 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 his/her decision within ten (10) days after receipt of the faculty member's response to the proposed adverse action as to whether he/she will drop the charges in light of the faculty member's response or whether he/she 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 his/her decision, including all documents submitted by the faculty member relating to the case. At his/her 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 his/her right to appeal; and inform him/her 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 his/her written answer to the charges against him/her. The faculty member, or his/her 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 XII-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 him/her 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 his/her 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 him/her. 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 his/her Official Personnel Files and his/her 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 XV - 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, 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 XV.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 XV:

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 Human Resources Administrator, 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 Human Resources Administrator 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 Human Resources Administrator 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) Performance Rating at the College.
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 Human Resources Administrator 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 Human Resources Administrator 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 Human Resources Administrator 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 he/she is entitled had he/she 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, his/her 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 he/she believes 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.

SECTION B - SECONDARY

ARTICLE XVI - 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 his/her 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 shall not exceed one hundred eighty-four (184) days.
2. Secondary Faculty Duties:
   The Secondary Instructional faculty workload includes five (5) periods of a six (6) period schedule, or three (3) periods out of four (4) periods in the case of a four-by-four block schedule. Overloads in the site school will be compensated at the faculty's hourly rate. Lead Academy teachers in a six (6) period environment shall have one (1) class treated as an overload.
3. There shall be no combined 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.
4. 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 Associate Dean.
   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 XXVI-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 Human Resources Administrator 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, his/her 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 XVII - SECONDARY INSTRUCTIONAL 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.

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. In the event that an unsafe or unhealthy condition exists in the assigned site school 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 Administrator who will make an assessment and recommendation to the Dean for action.
4. Should an emergency situation arise that is unsafe for GCC faculty members and/or students, the faculty member shall remove him/herself 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. 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).
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. The College shall ensure adequate laboratory and classroom facilities to conduct specific Career and Technical Education (CTE) programs.
2. 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.

3. The College shall furnish each secondary site school classroom with a functioning telephone, computer (with network access), printer, copier, and/or fax machine.
4. Access to GCC campus work areas shall be available to faculty members as needed based on normal operating hours.

   Faculty who require access outside of normal operating hours shall coordinate with their Dean for approval.

For faculty assigned to Secondary GDOE sites:

1. Faculty shall report maintenance needs and other similar problems to their Department Chairperson. The Department Chairperson shall submit work order requests to the Dean for appropriate action.
2. Faculty shall submit work orders to GDOE site school personnel for maintenance services.

For faculty assigned to secondary programs on College Campus:

1. Faculty shall report maintenance needs and other similar problems through the work order process to their Department Chairperson.
2. Faculty Work Space
   The College shall provide secondary faculty work space. The Dean will identify adequate work spaces for faculty use, with adequate and appropriate lockable storage. Each individual work space 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.

C. SUPPLIES AND EQUIPMENT

1. The College will provide instructional materials and equipment necessary to carry out the effective instructional activities in accordance with approved curricula. The College will, through an established procedure, reorder, repair, or replace lost or damaged College equipment, as needed.
2. Requests for purchase of instructional 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 expeditious filling of requests, including textbooks. All supplies, materials and equipment shall be delivered by the College to the faculty worksite.

D. FACULTY ABSENCES

Faculty shall be charged sick leave, personal leave, or leave without pay for approved absences as prescribed in Article XII-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 and the Dean 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 whenever necessary for absent secondary faculty members.

6. Faculty members shall provide meaningful 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.
   b. When other faculty meetings are scheduled (excluding Saturdays) (i.e., those convened by the administration):
      (1) Dates and times and the tentative agenda shall be announced at least five (5) days in advance, if feasible.
      (2) 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.
   c. Open discussion shall be a standing agenda item.
   d. 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.
   e. Prior notice requirement shall not interfere with the scheduled Convocation for faculty at the beginning of each academic year.
   f. 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 IX shall not 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 term, faculty members will ensure that the room is in orderly fashion and 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 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 combined 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 parent, student, or Individual Education Plan (IEP) meetings at any time during their duty day. In extraordinary situations, meetings may be called during a faculty member's regular class time, but only when a qualified substitute teacher is assigned. Faculty shall be informed of the purpose and subject of the meeting at the time of notification.
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. 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 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. 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:
        (1) Lost instructional days may be made-up.
        (2) 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.
        (3) Secondary faculty shall be compensated for all approved days worked in excess of one hundred eighty-four (184) work days per academic year.
    c. If the Governor announces Condition of Readiness (COR) II and does not specify action(s) to be taken and if it is announced that secondary site schools will be closed:

(1) If classes are in session, students will be dismissed. Faculty shall be dismissed upon completion of their securing duties; or
(2) If classes are not in session (excluding vacations), faculty shall:
(a) Notify their Dean that they have completed their securing responsibilities, or
(b) Report to their worksite and shall be dismissed upon completion of their duties to secure.

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 the one hundred eighty-four (184) duty days specified in the Academic Year Calendar. 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 determination of the error.

9. Return of Materials
The faculty shall not be required, except for library inventory purposes, to turn in teaching supplies or materials 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 Personnel Rules and Regulations and must be updated at the beginning of the academic year or as changes occur.

12. Reporting for Work
Secondary faculty shall not be required to sign-in at their respective worksites unless there is an emergency situation that would require verification.

SECTION C – POSTSECONDARY

ARTICLE XVIII - 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 his/her 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 (with an assessment of the transition to be provided by faculty in Spring of 2020 to determine feasibility of going to one (1) duty day) prior to the first (1st) day of classes in each semester for purposes of student advisement and other scheduled College activities. 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.
    c. 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 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 instructional faculty request.

        At the Dean's and Vice President for Academic Affairs' recommendations 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. The two (2) work days which may include convocation in the Fall semester and the two (2) work days prior to the beginning of the Spring semester shall be for five (5) hours per day per faculty member. These hours may vary and a schedule of faculty shall be provided to the respective Deans by each Department Chair.

4. Workload/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 XXVI-Sole Agreement.
      (2) Each lab course will be identified in the List of Postsecondary Labs (Appendix E) as being in 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.

      (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) For postsecondary classes, enrollment shall be limited by course guides and facility factors. 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.
(6) Under special circumstances courses offered at the College that could be part of a workload may 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 total enrollment of a faculty's classes shall equal a number that is an average of thirteen (13) students overall that shall be determined no later than the first (1st) day of classes. Department Chairs have an obligation to work with their department faculty and the appropriate Dean in response to circumstances surrounding low enrolled classes, such as the impact a class cancellation will have on small groups of students needing the course for graduation, or other circumstances that would warrant the class to continue.
(8) For Non-Traditional Instruction:
Non-traditional modes of instruction and learning are encouraged.

b. Alternative workload assignments are possible as agreed upon by the faculty member and his/her 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 (including a summary of course schedule, course content, course requirements, evaluation criteria, office hours, contact information, accommodative services information, and emergency procedures) 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 of any absences;
   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 two (2) semesters in the event the evidence is requested for an appeal process. If a faculty leaves the College, he/she shall submit grade calculations to Department Chairpersons or the Dean.

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 his/her Dean, so that over a period of 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 because of insufficient enrollment, 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 his/her workload which has been either canceled or not scheduled to be completed during that same semester, or
      (2) Have his/her 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 his/her 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 his/her 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, his/her 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 XIX - POSTSECONDARY INSTRUCTIONAL FACULTY WORKING CONDITIONS

A. SAFETY CONDITIONS

1. Employee safety is a primary concern of the College and the Local.
2. The College shall not knowingly require a faculty member to work in unsafe conditions.
3. 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.
4. 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.
5. Faculty members shall report all incidents involving injuries which 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. 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 Human Resources Office. (Workers' Compensation forms will be filled out at the Human Resources Office.)
6. The College, through an established procedure, will determine whether or not 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.
7. The College shall take appropriate measures to secure the College worksites against burglary or vandalism.
8. 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.
9. 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, work tables with chairs, a refrigerator and 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 who require access outside of normal operating hours will coordinate with the Dean for approval.
3. Faculty shall be provided with a key for their classroom(s) through the Student Support Services Office. Keys shall be returned to the Student Support Services Office on the last day of their scheduled class each semester. Keys must be kept secured at all times. Duplication of College keys is not allowed. Costs for replacement of lost or unreturned keys shall be the responsibility of the faculty in accordance with the Key Issuance Procedure.
4. Keeping in line with the College's Maintenance Program, faculty shall report maintenance needs and other similar problems through the work order process and to their Department Chairperson.
5. Faculty Office Space

a. Whenever possible, the goal of the College is to provide an individual office space for all fulltime 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. 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.

C. SUPPLIES AND EQUIPMENT

1. The College will provide instructional materials and equipment necessary to carry out instructional activities in accordance with approved curricula. The College will, through an established procedure, reorder, repair, or replace lost or damaged College equipment and facilities.
2. Requests for purchase of instructional 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 expeditious filling of requests, including textbooks.
3. Faculty, through an established procedure, shall obtain authorization to temporarily store and use personal property at a College worksite and shall establish the value of such property. The College shall reimburse faculty for loss or damage by arson, burglary, or vandalism to that personal property if the College is proven negligent.

D. FACULTY ABSENCES

Faculty shall be charged sick leave, personal leave, or leave without pay for approved absences as prescribed in Article XII-Leave.

1. 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 shall notify their Department Chairperson and Dean, or his/her designee, as prescribed in Article XII.B.6; or as early as possible, of any absence.
   c. Faculty members may, but shall not be required to, substitute for an absent faculty member.
   d. Faculty members shall provide meaningful lesson plans and class rosters for the courses that are covered by an approved alternate instructor.
   e. Beyond three (3) consecutive class periods missed per course, alternate instructors approved by the Dean will 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.

b. When other faculty meetings are scheduled (excluding Saturdays) (i.e. those convened by the administration):
   (1) Dates and times and the tentative agenda shall be announced at least five (5) days in advance, if feasible.
   (2) 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.
c. Open discussion shall be a standing agenda item.
d. 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.
e. Prior notice requirement shall not interfere with the scheduled Convocation for faculty at the beginning of each academic year.
f. Meetings or College Assemblies, shall be considered a part of the duty day.

   If fulltime faculty have as part of their teaching requirement an evening class, they have the option of rescheduling the class, teaching the class, or giving the students an alternative assignment provided the Student Learning Outcomes (SLOs) are met. If the faculty have an evening class that is not part of their fulltime workload, 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 IX shall not 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 the room is in orderly fashion and all personal and student items are removed to allow preparation for the upcoming term.
3. Faculty shall hold students accountable for their conduct on College premises or at College functions.
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 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. 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 day may be scheduled as follows:
      (1) No school holiday may be used as a make-up day without five (5) days prior notification to the faculty and the Local.
      (2) Lost instructional days shall be made-up during the term in which the days were lost.
      (3) The parameters for make-up days will be determined by joint agreement between the Local President and the College President or their designees.
   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:
      (1) If classes are in session, students will be dismissed. Faculty shall be dismissed upon completion of their securing duties; or
      (2) If classes are not in session (excluding vacations), faculty shall:
         (a) Notify their Dean that they have completed their securing responsibilities, or
         (b) Report to their worksite and shall be dismissed upon completion of their securing duties.
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.
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 determination of the error.
9. Return of Materials

The faculty shall not be required, except for library inventory purposes, to turn in teaching supplies or materials 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 Personnel Rules and Regulations and must be updated at the beginning of the academic year or as changes occur.

SECTION D – POSTSECONDARY NON-INSTRUCTIONAL

ARTICLE XX - 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 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 his/her 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 his/her 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 when assigned a workload. Faculty workloads include activities described in Appendix A-Faculty Job Specifications for each faculty rank.

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 (with an assessment of the transition to be provided by faculty in Spring of 2020 to determine feasibility of going to one (1) duty day) 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.
    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 Dean's and Vice President for Academic Affairs' recommendations 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 his/her 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, his/her 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 his/her regularly assigned duties and responsibilities.
      i. Acceptance of an alternative assignment shall not alter the basis for a faculty member's compensation.

ARTICLE XXI - POSTSECONDARY NON-INSTRUCTIONAL FACULTY WORKING CONDITIONS

A. SAFETY CONDITIONS

1. Employee safety is a primary concern of the College and the Local.
2. The College shall not knowingly require a faculty member to work in unsafe conditions.
3. 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.
4. 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.
5. Faculty members shall report all incidents involving injuries which 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. 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 Human Resources Office. (Workers' Compensation forms will be filled out at the Human Resources Office.)
6. The College, through an established procedure, will determine whether or not 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.
7. The College shall take appropriate measures to secure the College worksites against burglary or vandalism.
8. 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.
9. 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, work tables with chairs, a refrigerator and microwave furnished by the College. Faculty shall clean up after themselves.
2. Faculty workrooms or work areas shall be provided at the College. Workrooms or work areas shall have a functioning telephone and copier furnished by the College.
3. Access to GCC campus work areas shall be available to faculty members as needed based on normal operating hours. Faculty who require access outside of normal operating hours will coordinate with the Dean for approval.
4. Keeping in line with the College's Maintenance Program, faculty shall report maintenance needs and other similar problems through the work order process and to their Department Chairperson.
5. Faculty Office Space
    a. For Non-Instructional Faculty except Counselors, whenever possible, the goal of the College is to provide an individual office space for all fulltime faculty members during the academic year. The Dean, 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 have network access and printing capabilities. At the end of the academic year, faculty will secure personal belongings and confidential information.

b. The goal of the College is to provide a private individual office space for each counselor (Career and School Health Counselor) during the academic year. The Dean 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 have network access and a printer. At the end of the academic year, faculty will secure personal belongings and confidential information.

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.

C. SUPPLIES AND EQUIPMENT

1. The College will provide materials and equipment necessary to carry out activities in accordance with professional responsibilities. The College will, through an established procedure, reorder, repair, or replace lost or damaged College equipment and facilities.
2. Requests for 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 expeditious filling of requests.
3. Faculty, through an established procedure, shall obtain authorization to temporarily store and use personal property at a College worksite and shall establish the value of such property. The College shall reimburse faculty for loss or damage by arson, burglary, or vandalism to that personal property if the College is proven negligent.

D. FACULTY ABSENCES

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

Faculty members shall notify their Department Chairperson and Dean or his/her designee, as prescribed in Article XII.B.6; or as early as possible, of any absence.

E. FACULTY MEETINGS

1. 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) duty days before the announced meeting date. The agenda shall be published and made available three (3) duty days prior to the meeting and shall be strictly adhered to.

b. When other faculty meetings are scheduled (excluding Saturdays) (i.e. those convened by the administration):
   (1) Dates and times and the tentative agenda shall be announced at least five (5) duty days in advance, if feasible.
   (2) 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.
c. Open discussion shall be a standing agenda item.
d. 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.
e. Prior notice requirement shall not interfere with the scheduled Convocation for faculty at the beginning of each academic year.
f. 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 IX shall not 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. Faculty shall hold students accountable for their conduct on College premises or at College functions.
3. At the end of the academic year, faculty members will ensure equipment and furniture remain in designated room(s) in line with the Transfer of Property Procedures.

G. GENERAL PROVISIONS

1. 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.
2. 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.
3. 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 thus 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.

4. 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. 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:
      (1) If classes are in session, students will be dismissed. Faculty shall be dismissed upon completion of their duties to secure; or,
      (2) If classes are not in session (excluding vacations), faculty shall:
         (a) Notify their Dean that they have completed their securing responsibilities, or
         (b) Report to their worksite and shall be dismissed upon completion of their securing duties.
         (c) Once GCC has been cleared, faculty shall report to work during their normal duty hours to assist in post-typhoon damage assessment and cleanup.
5. 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.
6. 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 determination of the error.
7. 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.
8. Outside Employment
   Faculty employment outside of the College shall be in accordance with the GCC Personnel Rules and Regulations and must be updated at the beginning of the academic year or as changes occur.

SECTION E – SECONDARY NON-INSTRUCTIONAL

ARTICLE XXII-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 his/her 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 his/her 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 shall not exceed one hundred eighty-four (184) days.
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 XXVI-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 his/her 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 Human Resources Administrator 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, his/her 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 XXIII-SECONDARY NON-INSTRUCTIONAL FACULTY WORKING CONDITIONS

A. SAFETY CONDITIONS

1. Employee safety is a primary concern of the College and the Local.
2. The College shall not knowingly require a faculty member to work in unsafe conditions.
3. 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.
4. In the event that an unsafe or unhealthy condition exists in the assigned site school 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.
5. 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 Administrator who will make an assessment and recommend to the Dean for action.
6. Should an emergency situation arise that is unsafe for GCC faculty members and/or students, the faculty member shall remove him/herself and students from said environment until such area is deemed safe. The faculty shall immediately notify GCC and GDOE administration of the matter.
7. 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. 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).
8. Injuries involving students shall be reported immediately to the School Health Counselor or site school nurse. The faculty Department Chair and/or Dean shall be notified immediately. A written incident report shall be completed and submitted to the faculty's Department Chair and Dean within 24 hours of the incident.
9. 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.
10. The College shall take appropriate measures to secure the College worksites against burglary or vandalism.
11. Faculty shall not transport students.

B. FACILITIES

1. 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.
2. Access to GCC campus work areas shall be available to faculty members as needed, based on normal operating hours.
   Faculty who require access outside of normal operating hours will coordinate with the Dean for approval.

For faculty assigned to Secondary GDOE sites:

a. Faculty shall report maintenance needs and other similar problems to their Department Chairperson. The Department Chairperson shall submit maintenance needs/requests to the Dean for appropriate action.
b. Faculty shall submit work orders to GDOE site school personnel for maintenance services.

3. Faculty Work Space
   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 have network access and a printer. At the end of the academic year, faculty will secure personal belongings and confidential information.

C. SUPPLIES AND EQUIPMENT

1. The College will provide materials and equipment necessary to carry out activities in accordance with professional responsibilities. The College will, through an established procedure, reorder, repair, or replace lost or damaged College equipment, as needed.
2. Requests for 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 expeditious filling of requests.

D. FACULTY ABSENCES

Faculty shall be charged sick leave, personal leave, or leave without pay for approved absences as prescribed in Article XII-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 and the Dean 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.

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.
   b. When other faculty meetings are scheduled (excluding Saturdays) (i.e. those convened by the administration):

(1) Dates and times and the tentative agenda shall be announced at least five (5) days in advance, if feasible.
(2) 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.

c. Open discussion shall be a standing agenda item.
d. 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.
e. Prior notice requirement shall not interfere with the scheduled Convocation for faculty at the beginning of each academic year.
f. 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 IX shall not 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 term, faculty members will ensure that the room is in orderly fashion and 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. 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.
2. Individual faculty members shall try to make themselves available upon scheduled requests for parent, student, or administrative meetings at any time during their duty day. Faculty shall be informed of the purpose and subject of the meeting at the time of notification.
3. 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 BOT 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 BOT Policy 190.

4. 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:
      (1) Lost instructional days may be made-up during the term in which the days were lost.
      (2) The parameters for make-up days will coincide with the GDOE calendar and be determined by joint agreement between the Local President (with input from the faculty) and the College President or their designees.
      (3) Secondary faculty shall be compensated for all approved days worked in excess of one hundred eighty-four (184) work days per academic year.
   c. If the Governor announces Condition of Readiness (COR) II and does not specify action(s) to be taken and if it is announced that secondary site schools will be closed:
      (1) If classes are in session, students will be dismissed. Faculty shall be dismissed upon completion of their duties to secure; or
      (2) If classes are not in session (excluding vacations), faculty shall:
         ii. Notify their Dean that they have completed their securing responsibilities, or
         iii. Report to their worksite and shall be dismissed upon completion of their securing duties.
5. When GDOE management cancels classes, faculty may depart the worksite provided students have been released and classrooms have been secured.
6. 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 the one hundred eighty-four (184) duty days specified in the Academic Year Calendar. Such payment shall be made at the end of the semester in which excess days were worked.
7. 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 determination of the error.
8. Return of Materials

   The faculty shall not be required, except for library inventory purposes, to turn in teaching supplies or materials prior to the last duty day of the semester.
9. 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.
10. Outside Employment

    Faculty employment outside of the College shall be in accordance with the GCC Personnel Rules and Regulations and must be updated at the beginning of the academic year or as

changes occur.

11. Reporting For Work
    Secondary faculty shall not be required to sign-in at their respective worksites unless there is an emergency situation that would require verification.

SECTION F - MISCELLANEOUS

ARTICLE XXIV – 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 Local and Board will convene to discuss this part of the agreement at such time, in consideration of Articles XXIX-Duration, XXVI-Sole Agreement, and any other Articles affected by the creation of this article addressing Distance Education.

ARTICLE XXV – YEAR-ROUND EDUCATION (YRE)

The Board and Local agree to convene as allowed for in Article XXVI-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 XXVI - 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 XXVII - 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 XXVIII - 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 his/her 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, 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 XXIX - DURATION

The intent of Interest-Based Bargaining is to create a permanent collaborative relationship between the College's Faculty and the Administration. 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 2017, or upon approval by the Chief Negotiators of both parties, until the beginning of Fall semester 2023. 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 2023, 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 XXVI, 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

_____
R. Ray D. Somera, Ph.D.
Chief Negotiator
Date: _____

FOR THE LOCAL 6476, AFT/AFL-CIO

_____
Frederick P. Tupaz
Chief Negotiator
Date: _____

RATIFIED FOR THE BOARD

_____
Frank P. Arriola
Chairperson, Board of Trustees
Date: _____

RATIFIED FOR LOCAL 6476, AFT/AFL-CIO

_____
Frederick P. Tupaz
Local President, Guam Community College Faculty Union
Date: _____

ACKNOWLEDGEMENTS

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

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Frederick P. Tupaz

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 recognized by the local department of education or ministry of education 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 currently developing and updating processes for recognition of industry-specific certification credentials/licenses.
Journey Worker 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 (1) unit of credit in lecture, seminar, and discussion work shall approximate one (1) hour of direct faculty instruction and a minimum of two (2) hours of out-of-class student work per week through a one 15-week semester.
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 (ref. Section 2: The Continuing Education Unit)
Employment	Refer to Article XI-Faculty Classification.

Teaching Experience	Refer to Article XI-Faculty Classification.
Field of Study or Related Area	Refer to Article XI-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.

*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 will include those 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. Faculty may engage in the governance of the College through the provisions set forth in the Participatory Governance section of the Agreement.

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.
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.
Encourages student leadership skills.
Assists students in attaining their academic, career, and personal 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.
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.

Professional Development

Participates in faculty development days.
Attends conferences, workshops, and seminars.
Presents at conferences, workshops, and seminars.
Develops and teaches courses through continuing education.
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

Voluntarily be 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.
Participates in non-profit organizations, community groups, and others.
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 their students learn, as well as what the 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 very clear and provides models of student work that meets those standards.
Provides constant feedback that helps students improve as they continuously revise their work toward these standards.
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.
Demonstrates currency in content knowledge in the field as reflected in course syllabi and instruction.

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 need of the College.

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Emergency Instructor rank are as follows:

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 submit work orders as needed.
2. Supports department activities:
   Participates in department meetings.
   Maintains inventory of assigned books and equipment.
   Prepares requests for books and equipment.
3. 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," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Instructor rank are as follows:

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

1. Conducts courses of instruction:
   Prepares syllabi and lesson plans.
   Follows course guide.
   Provides effective instruction.
   Teaches current information in the field.
   Ensures that work areas are neat and safe, and submit work orders as needed.
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.
1. Assists in student advisement:
   Advises assigned students.
   Is accessible for student consultation.
   Maintains office hours for postsecondary classes.
2. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in relevant professional development activities.
   Participates in College Assembly days.
   Shall participate 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

1. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods; OR
2. An Associate's Degree in the field of study or related area, plus professional certification or license from a recognized organization in the field, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus four (4) years of employment in the field of study or related area; OR
3. A high school diploma, with six (6) credit hours in CTE methods, 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 in the field of study or related area; as a condition of employment, a degree must be completed within three years upon hiring; the timeline for completion of degree will be approved by the supervising Dean and the Vice President for Academic Affairs. Any timeline beyond three years must be approved by the Vice President for Academic Affairs.

INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Instructor rank are as follows:

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

1. Conducts courses of instruction:
   Prepares syllabi and lesson plans.
   Follows course guide.
   Provides effective instruction.
   Teaches current information in the field.
   Ensures that work areas are neat and safe, and submit work orders as needed.
   Make their expectations for high-quality work very clear and provide models of student work that meets those standards.
2. Supports department activities:
   Participates in department meetings.
   Prepares schedules.
   Maintains inventory of assigned books and equipment.
   Prepares requests for 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.
4. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in relevant professional development activities.
   Participates in College Assembly days.
   Shall participate 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 a faculty teaching English, Mathematics, Social Science, and Science, with the exception of Adult Education courses.

1. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education, or six (6) credit hours in CTE methods; OR
2. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus
   a. Eighteen (18) credit hours beyond the Bachelor's degree in the field of study or related area, professional education or any combination thereof; OR
   b. Six (6) credit hours beyond the Bachelor's degree in a related area or professional education, 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.

OR

3. An Associate's Degree in the field of study or related area, plus a current professional certification or license from a recognized organization in the field, and twenty-four (24) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area.

ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Professor rank are as follows:

The following are the minimum duties and responsibilities required 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 and lesson plans.
   Follows course guides.
   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.
2. Supports department activities:
   Participates in department meetings.
   Prepares schedules.
   Maintains inventory of assigned books and equipment.
   Prepares requests for books and equipment.
   Reviews, writes or revises curriculum documents.
   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.
   May serve as department chairperson.
3. Assists in student advisement:
   Advises assigned students.
   Is accessible for student consultation.
   Maintains office hours for postsecondary classes.
   Advises student activities or organizations.
4. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in relevant professional development activities
   Participates in College Assembly days.
   Shall participate 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 his/her 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 a faculty teaching English, Mathematics, Social Science, and Science, with the exception of Adult Education courses.

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and four (4) years of employment in the field of study or related area, at least two (2) years of which must have been teaching at the College's Instructor level or equivalent; and must show evidence of work consistent with the Advancement-in-Rank Criterion in the Agreement within sixty (60) calendar days from the initial date of employment; OR
3. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, and two (2) years teaching at the College's Instructor level or equivalent; Plus (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 professional education, or any combination thereof.
   b. Twelve (12) credit hours in the field of study or related area or professional education, and six (6) years of employment in the field of study or related area.

ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Associate Professor rank are as follows:

The following are the minimum duties and responsibilities required 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 and lesson plans.
   Follows course guides.
   Provides effective instruction.
   Teaches current information in the field.
   Ensures that work areas are neat and safe, and submit work orders as needed.
   Maintains a superior standard of teaching.
2. Supports department activities:
   Participates in department meetings.
   Prepares schedules.
   Maintains inventory of assigned books and equipment.
   Prepares requests for books and equipment.
   Reviews, writes or revises curriculum documents.
   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.
   May serve as department chairperson.
3. Assists in student advisement:
   Advises assigned students.
   Is accessible for student consultation.
   Maintains office hours for postsecondary classes.
   Advises student activities or organizations.
4. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in relevant professional development activities.
   Participates in College Assembly days.
   Shall participate 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 his/her 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 a faculty teaching English, Mathematics, Social Science, and Science, with the exception of Adult Education courses.

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus three (3) years teaching experience at the College's Assistant Professor level or equivalent; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus 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, and six (6) years of employment in the field of study or related area, four (4) years of which must have been teaching at the College's Assistant Professor level or equivalent; OR
3. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, plus thirty-six (36) credit hours of course work at the upper division or graduate level in professional education, field of study or related area, of which eighteen (18) credit hours must be at the graduate level, and twelve (12) years of employment in the field of study or related area, four (4) years of which must have been teaching at the College's Assistant Professor level or equivalent; additionally, a Master's Degree must be completed within three years upon attainment of rank; the timeline for completion of degree will be approved by the supervising Dean and the Vice President for Academic Affairs. Any timeline beyond three years must be approved by the Vice President for Academic Affairs.

Initials: ____ ____
RDS FQT

PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Professor rank are as follows:

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

The following are the minimum duties and responsibilities required of a Professor. Some activities may overlap in more than one (1) area.

1. Conducts courses of instruction:
   Prepares syllabi and lesson plans.
   Follows course guides.
   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 superior standard of teaching.
   Provides leadership and assistance to colleagues in becoming more effective teachers.
2. Supports department activities:
   Participates in department meetings.
   Prepares schedules.
   Maintains inventory of assigned books and equipment.
   Prepares requests for books and equipment.
   Reviews, writes or revises curriculum documents.
   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.
   May serve as department chairperson.
3. Assists in student advisement:
   Advises assigned students.
   Is accessible for student consultation.
   Maintains office hours for postsecondary classes.
   Advises student activities or organizations.
4. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in relevant professional development activities.
   Participates in College Assembly days.
   Provides leadership in professional development projects.
   May publish books or articles relevant to their field.
   Shall participate 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 his/her 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 a faculty teaching English, Mathematics, Social Science, and Science, with the exception of Adult Education courses.

1. A Doctorate Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area, four (4) years of which must have been teaching at the College's Associate Professor level or equivalent, OR
2. A Master's Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and 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, plus eight (8) years of employment in the field of study or related area, of which five (5) years must have been teaching at the Associate Professor level.

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 will include those 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. Faculty may engage in the governance of the College through the provisions set forth in the Participatory Governance section of the Agreement.

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.
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.
Encourages student leadership skills.
Assists students in attaining their academic, career, and personal 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.
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.

Professional Development

Participates in faculty development days.
Attends conferences, workshops, and seminars.
Presents at conferences, workshops, and seminars.
Develops and teaches courses through continuing education.
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

Voluntarily be 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.
Participates in non-profit organizations, community groups, and others.
Serves on boards and commissions in the faculty's area of expertise or as it relates to the institution.

WORK RESPONSIBILITIES FOR SPECIFIC NON-INSTRUCTIONAL FACULTY

STUDENT SUCCESS COORDINATOR

Recruitment and Academic Planning

Coordinates resources for on-campus recruitment activities for incoming freshmen.

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 both 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

Provides opportunities for high school students to participate in a monitored, planned 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 as defined in the Agreement and submits or provides same to appropriate GDOE personnel for input to the student's 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.

Conversion of Faculty Work Experience Coordinators to Academic Personnel

Both parties agree that the faculty positions discussed in this Agreement will be converted to staff on the schedule described, contingent upon maintenance of the fulltime faculty obligation and the conditions below:

The Work Experience Coordinator position will remain a faculty position until the individual currently holding the position voluntarily vacates the position or requests that the position becomes academic personnel.

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 Tuberculosis and immunization programs, early detection, surveillance and reporting of contagious diseases.

Plans and implements protocol for clients visiting the Health Services Center for management of health problems including the administration of medication.

Maintains, evaluates, and interprets health data to accommodate individual needs of clients.

Develops and revises Health Services Center's policies, procedures, and standing orders.

Maintains communication with the medical advisor, 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.
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 (library) orientation and bibliographic instruction to individuals and classes.
Serves as faculty liaison for collection development in assigned areas.
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 the GCC LRC.

CAREER COUNSELOR

Postsecondary

Provides counselor intervention services to all students, except students at the secondary site schools.
Provides pre-enrollment counseling to students.
Provides individual and group career counseling to current and prospective students.
Provides educational planning strategies to students.
Provides limited preventive and developmental personal counseling.
Participates in department planning sessions to review, evaluate, and develop department 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 Career and Technical Education (CTE) programs at their respective secondary site school.
Provides counselor intervention services to students.
Utilizes the secondary student information system for the purpose of student scheduling and reporting.
Assists with data gathering and reporting of key findings, as appropriate, in the secondary environment.
Conducts recruitment presentations to prospective secondary CTE students.
Coordinates elective fairs/promotional events for prospective secondary CTE students.
Provides career counseling and advisement services to CTE students.
Provides secondary CTE students with limited preventive and personal counseling, making referrals to GDOE, GCC, and community resources, as appropriate.
Coordinates with other GCC secondary faculty on topics including 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. Career 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.

DUTIES AND RESPONSIBILITIES FOR NON-INSTRUCTIONAL FACULTY RANKS

NON-INSTRUCTIONAL INSTRUCTOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Instructor rank are as follows:

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

1. Refer to "Illustrative Examples of Work" for appropriate non-instructional job title.
2. Supports institutional activities at the unit level:
   Participates in department meetings at the unit level.
   Maintains inventory of 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 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.
4. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in relevant professional development activities.
   Participates in College Assembly days.
   Shall participate 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

1. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education, or six (6) credit hours in CTE methods (A Master's Degree is the minimum requirement for librarians and career counselors); OR
2. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus
   a. Eighteen (18) credit hours beyond the Bachelor's Degree in the field of study or related area, professional education or any combination thereof; OR
   b. Six (6) credit hours beyond the Bachelor's Degree in a related area or professional education, 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.

OR

3. An Associate's Degree in the field of study or related area, plus a current professional certification or license from a recognized organization in the field, and twenty-four (24) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area.

NON-INSTRUCTIONAL ASSISTANT PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Assistant Professor rank are as follows:

The following are the minimum duties and responsibilities required of an Assistant Professor. Some activities may overlap in more than one (1) area.

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

1. Refer to “Illustrative Examples of Work” for appropriate non-instructional job title.
   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 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.
   May serve as department chairperson.
   Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
   May advise assigned students, as applicable.
   Is accessible for student consultation.
   Maintains office hours.
   Advises student activities or organizations.
4. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in College Assembly days.
   Participates in relevant professional development activities.
   Shall participate 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 his/her area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSISTANT PROFESSOR

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and four (4) years of employment in the field of study or related area, at least two (2) years of which must have been at the College’s Instructor level or equivalent; and, must show evidence of work consistent with the Advancement-in-Rank Criterion in the Agreement within sixty (60) calendar days from the initial date of employment; OR
3. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, and two (2) years at the College’s Instructor level or equivalent, Plus (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 professional education, or any combination thereof; OR
   b. Twelve (12) credit hours in the field of study or related area or professional education, and six (6) years of employment in the field of study or related area.

NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Associate Professor rank are as follows:

The following are the minimum duties and responsibilities required of an Associate Professor. Some activities may overlap in more than one (1) area.

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

1. Refer to “Illustrative Examples of Work” for appropriate non-instructional job title.
   Maintains a superior standard of work performance.
2. Supports institutional activities at the unit level:
   Participates in department meetings at the unit level.
   Maintains inventory of 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.
   May serve as department chairperson.
   Ensures that work areas are neat and safe, and submits work orders as needed.
3. May assist in student advisement:
   May advise assigned students, as applicable.
   Is accessible for student consultation.
   Maintains office hours.
   Advises student activities or organizations.
4. Identifies and implements a professional development plan:
   Completes courses necessary for advancement.
   Participates in relevant professional development activities.
   Participates in College Assembly days.
   Shall participate 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 his/her area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL ASSOCIATE PROFESSOR

1. A Doctorate Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus three (3) years of experience at the College’s Assistant Professor level or equivalent; OR
2. A Master's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus 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, and six (6) years of employment in the field of study or related area, four (4) years of which must have been at the College’s Assistant Professor level or equivalent; OR
3. A Bachelor's Degree with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education to include six (6) credit hours in CTE methods, plus thirty-six (36) credit hours of course work at the upper division or graduate level in professional education, field of study or related area, of which eighteen (18) credit hours must be at the graduate level, and twelve (12) years of employment in the field of study or related area, four (4) years of which must have been at the College’s Assistant Professor level or equivalent; additionally, a Master’s Degree must be completed within three years upon attainment of rank; the timeline for completion of degree will be approved by the supervising Dean and the Vice President for Academic Affairs. Any timeline beyond three years must be approved by the Vice President for Academic Affairs.

NON-INSTRUCTIONAL PROFESSOR

Among the "Illustrative Examples of Work," listed herein above for faculty, the minimum duties and responsibilities required for the Professor rank are as follows:

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

The following are the minimum duties and responsibilities required of a Professor. Some activities may overlap in more than one (1) area.

1. Refer to “Illustrative Examples of Work” for appropriate non-instructional job title.
   Maintains a superior 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 resources and equipment.
   Requests for 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.
   May serve as department chairperson.
   Ensures that work areas are neat and safe, and submits work orders, as needed.
3. May assist in student advisement:
   May advise assigned students as applicable.
   Is accessible for student consultation.
   Maintains office hours.
   Advises student activities or organizations.
4. Identifies and implements a professional development plan:
   Participates in College Assembly days.
   Participates in relevant professional development activities.
   Provides leadership in professional development projects.
   May publish books or articles relevant to their field.
   Shall participate 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 his/her area of expertise or as it relates to the institution.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS FOR NON-INSTRUCTIONAL PROFESSOR

1. A Doctorate Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, plus eight (8) years of employment in the field of study or related area, four (4) years of which must have been at the College’s Associate Professor level or equivalent, OR
2. A Master's Degree, with at least eighteen (18) credit hours in the field of study or related area, and eighteen (18) credit hours in professional education or six (6) credit hours in CTE methods, and 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, plus 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.

APPENDIX B

FACULTY EVALUATION RUBRICS

RETENTION AND COMPLETION

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Content Expertise (May not apply to Non-CTE faculty)	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the Faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the Faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the Faculty does the following:
	1. Maintains current information in the field. 2. Maintains certification or licensure as a requirement of employment.	Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	Receives two (2) new licenses or two (2) new certifications related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	Receives or maintains three (3) new licenses or three (3) new certifications related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.
	NEEDS IMPROVEMENT ◯			
Instructional Delivery For this element see the evaluation form for the percentage options related to Delivery & Student Survey (IDEA).	In observation of classroom activities (and, if relevant online interaction), faculty provides evidence of the following: (i.e. Record of classroom observation and syllabi except #8)	In addition to meeting the criteria for *Satisfactory*, the Faculty does one (1) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)	In addition to meeting the criteria for *Satisfactory*, the Faculty does two (2) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)	In addition to meeting the criteria for *Satisfactory*, the Faculty does three (3) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)
	1. Communicates purpose and objectives of lesson clearly and effectively. 2. Shows respect for students. 3. Includes a range of activities appropriate to the course. 4. Effectively paces activities. 5. Encourages student involvement through questions, class activities, discussions, and/or group work. 6. Uses techniques that reflect awareness of individual differences and learning styles.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.
		2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.	2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.	2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.
		3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	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.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	7. Submits course syllabi to the Department Chair prior to the first day of class in the institution's approved format. 8. Ensures syllabi and/or course documents reflect the use of educational resources as identified in course guides. 9. Uses updated multiple assessment strategies/tools. 10. Places attention in syllabi to professional standards, student learning outcomes (SLOs), and course goals.	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.
	NEEDS IMPROVEMENT ◯			
Course Management	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following:
	1. Provides the students with a course syllabus. 2. Follows course guides including prescribed resources. 3. Maintains approved class meeting times, duration, and location. 4. Makes every effort to return graded tests within one (1) week. 5. When requested or required, provides an individual student intra-term progress report in a timely manner. 6. Submits grades in accordance with the Academic Calendar. 7. Maintains accurate records to document student performance. 8. Maintains accurate records to document student attendance.	1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 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).	1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 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).	1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 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).

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	9. Maintains inventory of equipment, as applicable.	5. Participates actively in workforce advisory committee meetings.	5. Participates actively in workforce advisory committee meetings.	5. Participates actively in workforce advisory committee meetings.
		6. Submits a substantive revision of a course in line with department strategic plan.	6. Submits a substantive revision of a course in line with department strategic plan.	6. Submits substantive revisions of at least two (2) courses in line with department strategic plan.
		7. In line with the department strategic plan, develops a new course.	7. In line with the department strategic plan, develops a new course.	7. In line with the department strategic plan, develops two (2) new courses.
		8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.
		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. **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.
	NEEDS IMPROVEMENT ◯			
Institutional Assessment	1. Completes data collection/submission assignments for each semester for program and/or course assessment, as confirmed in the assessment compliance matrix for the academic year (released in the Spring). 2. For Associate Professor and Professor: Assumes leadership role to ensure that continuous efforts have been made to meet the assessment			In addition to meeting the criteria for *Satisfactory*, completes all other assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle schedule.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	requirements and college-wide deadlines.			
	NEEDS IMPROVEMENT ◯			

ENROLLMENT MANAGEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
1. Upon initial advisement, develops student's educational plan for declared students in accordance with the departmental strategic plan for curriculum. 2. Participates in formal student academic advisement. 3. Maintains office hours.	1. Co-develops students' individual educational plan toward program completion or declaration.	1. Co-develops students' individual educational plan toward program completion or declaration.	1. Co-develops students' individual educational plan for transfer toward program completion or declaration.
	2. Takes an active (initial and follow up) role in job placement by linking the student to employer.	2. Takes an active (initial and follow up) role in job placement by linking the student to employer.	2. Takes an active (initial and follow up) role in job placement by linking the student to employer.
	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. Co-develops students' individual educational plan for transfer to a four-year institution.	4. Co-develops students' individual educational plan for transfer to a four-year institution.	4. Co-develops students' individual educational plan for transfer and secures enrollment to a four-year institution.
	5. Participates in an institution recognized student mentoring program such as Project AIM.	5. Participates in an institution recognized student mentoring program such as Project AIM.	5. Participates in an institution recognized student mentoring program such as Project AIM.
	6. Assists assigned undeclared students to complete Student Advising Form.	6. Assists undeclared students to complete the Application for Admissions as a Declared Student Form.	
NEEDS IMPROVEMENT ◯			

PROFESSIONAL DEVELOPMENT/SCHOLARLY ACTIVITY/CREATIVE ENDEAVORS (CEUs are recognized as defined in the faculty job specifications) As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?			
SATISFACTORY	**STRONG**	**STELLAR**	**EXCEPTIONAL**
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:
1. For non-degreed faculty, completes a three credit course necessary for promotion or advancement. 2. For degreed faculty, participates in one (1) discipline or education area professional development activity or credited course. 3. Participates in the institution's mentoring program (as a mentee for the first 2 years as a permanent faculty).	For Non-Degreed Faculty: Completes one (1) credited course in addition to the course required for satisfactory necessary for advancement-in-rank.	For Non-Degreed Faculty: Completes two (2) credited courses required in addition to the course necessary for advancement-in-rank.	For Non-Degreed Faculty: Completes degree in educational area; Or, Completes three (3) credited courses in addition to the course necessary for advancement-in-rank.
	For Degreed Faculty: Completes one (1) of the following:	For Degreed Faculty: Completes two (2) of the following:	For Degreed Faculty: Completes three (3) of the following:
	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2).	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and three (3) courses may be used to satisfy the requirement for the three (3).
	2. Participates in one (1) additional discipline, technology, or education area professional development activity.	2. Develops strategies from discipline, technology, or education area professional development activity.	2. Implements strategies from discipline, technology, or education area professional development activity. In this area each activity will equal one (1) of the combination and three (3) activities may be used to satisfy the requirement for the three (3).
	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	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).	5. Publishes an article for a refereed publication (external source).	5. Publishes a book in his or her discipline or educational field.

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	6. Submits an article for refereed publication.	6. Presents at a regional, national, or international conference. In this area, multiple conferences may be used to satisfy the requirements for the two (2), provided they are identifiably different.	6. Completes a higher degree in discipline or Education.
	7. Presents at a local, regional, national, or international conference.	7. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	7. Publishes two (2) articles for refereed publication (external source).
	8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	8. Completes formal research project, in accordance with institutional guidelines.	8. Presents at a regional, national, or international conference. (Multiple conferences may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
	9. Completes formal research project, in accordance with institutional guidelines.	9. Receives national, regional, state, or local award.	9. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).
	10. Receives national, international, regional, state, or local award.	10. Receives and/or manages awarded grants or program agreements.	10. Completes formal research project, in accordance with institutional guidelines, resulting in publication.
	11. Applies for grants or program agreements.	11. Develops three (3) new professional development courses through continuing education.	11. Receives national, regional, state, or local award.
	12. Develops two (2) new professional development courses through continuing education.		12. Receives and/or manages grants or program agreements.
			13. Develops four (4) new professional development courses through continuing education.
NEEDS IMPROVEMENT ◯			

INSTITUTIONAL INVOLVEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following:
1. Serves as an advisor to a student organization (for professorial ranks). For these activities, extra effort in one (1) area may compensate for minimal or no effort in another. Faculty member and evaluator will agree on appropriate combination of activities.	1. Participates and assists in a significant institutional event.	1. As a member assists with a special program, project, contest, taskforce, or similar activities.	1. Chairs special program, project, contest, taskforce, or similar activities.
	2. Serves as an advisor for a student activity.	2. Chairs or co-chairs a significant institutional event.	2. Chairs or co-chairs a significant institutional event.
	3. For non-professorial ranks, serves as an advisor to a student organization.	3. Serves as an advisor for a student activity.	3. Serves as an advisor for a student activity.
	4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	4. For non-professorial ranks, serves as an advisor to a student organization.	4. For non-professorial ranks, serves as an advisor to a student organization.
	5. Applies for a grant or program agreement.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
		6. Receives and/or manages grant or program agreement.	6. Receives and/or manages grant or program agreement.

NEEDS IMPROVEMENT ◯

CONDUCIVE LEARNING ENVIRONMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does two (2) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following:
1. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.). 2. Is helpful in preventing and resolving conflicts. 3. Demonstrates willingness to receive constructive criticism and modify performance accordingly. 4. Interacts with the public, clients of services, and students of the College in a friendly and cooperative manner.	1. Participates and assists in a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 5. Applies for a grant or program agreement.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ◯			

IMPROVEMENT AND ACCOUNTABILITY

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty must meet one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty must meet two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for *Satisfactory*, the faculty must meet three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
1. Is aware of the goals and objectives for the academic year through attendance at Convocation. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, or Faculty Senate President (as applicable), not to include Convocation. 3. Participates in department meetings.	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 2. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 2. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 2. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).
NEEDS IMPROVEMENT ◯			

VISIBILITY AND ENGAGEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must choose one (1) of the following:	Faculty member must choose two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	Faculty member must choose three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)	Faculty member must choose four (4) or more of the following: (Multiple items may be used to satisfy the requirements for the four (4), provided they are identifiably different.)
1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.
NEEDS IMPROVEMENT ◯			

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

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the College, plan, implement, or complete a project/service related to the faculty instructional responsibilities approved by the Dean.

RETENTION AND COMPLETION

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Content Expertise	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the Faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the Faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the Faculty does the following:
	1. Maintains current information in the field. 2. Maintains certification or licensure as a requirement of employment.	Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	Receives two (2) new licenses or two (2) new certifications related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	Receives three (3) new licenses or three (3) new certifications related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.
	NEEDS IMPROVEMENT ◯			
Instructional Delivery	In observation of classroom activities (and, if relevant online interaction), faculty provides evidence of the following: (i.e. Record of classroom observation and syllabi except #8)	In addition to meeting the criteria for *Satisfactory*, the Faculty does one (1) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)	In addition to meeting the criteria for *Satisfactory*, the Faculty does two (2) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)	In addition to meeting the criteria for *Satisfactory*, the Faculty does three (3) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)
	1. Communicates purpose and objectives of lesson clearly and effectively. 2. Shows respect for students. 3. Includes a range of activities appropriate to the course. 4. Effectively paces activities. 5. Encourages student involvement through questions, class activities, discussions, and/or group work. 6. Uses techniques that reflect awareness of individual differences and learning styles. 7. Maintains adequate control of the classroom environment and keeps students on task. 8. Submits course syllabi to the Department Chair prior to the	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students.
		2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.	2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.	2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.
		3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	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. 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.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	first day of class in the institution's approved format. 9. Ensures syllabi and/or course documents reflect the use of educational resources as identified in course guides. 10. Uses updated multiple assessment strategies/tools. 11. Places attention in syllabi to professional standards, student learning outcomes (SLOs), and course goals.			
	NEEDS IMPROVEMENT ◯			
Course Management	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following:
	1. Provides the students with a course syllabus. 2. Maintains approved class meeting times, duration, and location. 3. Makes every effort to return graded tests within one (1) week. 4. When requested or required, provides an individual student intra-term progress report in a timely manner. 5. Submits grades in accordance with the Guam Department of Education (GDOE) Academic Calendar. 6. Secondary faculty shall provide progress reports, quarter grades, and semester grades, for each secondary class, as well as emergency lesson plans, as needed. 7. Maintains accurate records to document student performance.	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. Directs and/or provides tutorial sessions outside office hours and classroom time.	2. Directs and/or provides tutorial sessions outside office hours and classroom time.	2. Directs and/or provides tutorial sessions outside office hours and classroom time.
		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. 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. Participates actively in workforce advisory committee meetings.	5. Participates actively in workforce advisory committee meetings.	5. Participates actively in workforce advisory committee meetings.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	8. Maintains accurate records to document student attendance. 9. Maintains inventory of equipment, as applicable. 10. Follows course guides including prescribed resources.	6. Submits a substantive revision of a course in line with department strategic plan.	6. Submits a substantive revision of a course in line with department strategic plan.	6. Submits substantive revisions of at least two (2) courses in line with department strategic plan.
		7. In line with the department strategic plan, develops and has approved a new course using the approved procedures for textbook selection.	7. In line with the department strategic plan, develops and has approved a new course using the approved procedures for textbook selection.	7. In line with the department strategic plan, develop and have approved two (2) new courses using the approved procedures for textbook selection.
		8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.
	NEEDS IMPROVEMENT ◯			
Institutional Assessment	Completes data collection/submission assignments for each semester for program and/or course assessment, as confirmed in the assessment compliance matrix for the academic year (released in the Spring).			In addition to meeting the criteria for *Satisfactory*, completes all other assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle schedule.
	NEEDS IMPROVEMENT ◯			

ENROLLMENT MANAGEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
Participates in student academic advisement.	1. Advises and guides students using the personal plan of study for transfer to a postsecondary institution.	1. Advises and guides students using the personal plan of study for transfer to a postsecondary institution.	1. Advises and guides students using the personal plan of study for transfer to a postsecondary institution.
	2. Participates in a site school recognized student mentoring program.	2. Participates in a site school recognized student mentoring program.	2. Participates in a site school recognized student mentoring program.
NEEDS IMPROVEMENT ◯			

PROFESSIONAL DEVELOPMENT/SCHOLARLY ACTIVITY/CREATIVE ENDEAVORS (CEUs are recognized as defined in the faculty job specifications) As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?			
SATISFACTORY	**STRONG**	**STELLAR**	**EXCEPTIONAL**
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:
1. For non-degreed faculty, completes a three credit course necessary for promotion or advancement. 2. For degreed faculty, participates in one (1) discipline or education area professional development activity or credited course. 3. Participates in the institution's mentoring program (as a mentee for the first 2 years as a permanent faculty).	For Non-Degreed Faculty: Completes one (1) credited course in addition to the course required for satisfactory necessary for advancement-in-rank.	For Non-Degreed Faculty: Completes two (2) credited courses required in addition to the course necessary for advancement-in-rank.	For Non-Degreed Faculty: Completes degree in educational area; Or, Completes three (3) credited courses in addition to the course necessary for advancement-in-rank.
	For Degreed Faculty: Completes one (1) of the following:	For Degreed Faculty: Completes two (2) of the following:	For Degreed Faculty: Completes three (3) of the following:
	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2).	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and three (3) courses may be used to satisfy the requirement for the three (3).
	2. Participates in one (1) additional discipline, technology, or education area professional development activity.	2. Develops strategies from discipline, technology, or education area professional development activity.	2. Implements strategies from discipline, technology, or education area professional development activity. In this area each activity will equal one (1) of the combination and three (3) activities may be used to satisfy the requirement for the three (3).
	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	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).	5. Publishes an article for a refereed publication (external source).	5. Publishes a book in his or her discipline or educational field.

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	6. Submits an article for refereed publication.	6. Presents at a regional, national, or international conference. In this area, multiple conferences may be used to satisfy the requirements for the two (2), provided they are identifiably different.	6. Completes a higher degree in discipline or Education.
	7. Presents at a local, regional, national, or international conference.	7. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	7. Publishes two (2) articles for refereed publication (external source).
	8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	8. Completes formal research project, in accordance with institutional guidelines.	8. Presents at a regional, national, or international conference. Multiple conferences may be used to satisfy the requirements for the three (3), provided they are identifiably different.
	9. Completes formal research project, in accordance with institutional guidelines.	9. Receives national, regional, state, or local award.	9. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).
	10. Receives national, international, regional, state, or local award.	10. Receives and/or manages awarded grants or program agreements.	10. Completes formal research project, in accordance with institutional guidelines, resulting in publication.
	11. Applies for grants or program agreements.	11. Develops three (3) new professional development courses through continuing education.	11. Receives national, regional, state, or local award.
	12. Develops two (2) new professional development courses through continuing education.		12. Receives and/or manages grants or program agreements.
			13. Develops four (4) new professional development courses through continuing education.
NEEDS IMPROVEMENT ◯			

INSTITUTIONAL INVOLVEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following:
1. Serves as an advisor to a student organization (for professorial ranks). For these activities, extra effort in one (1) area may compensate for minimal or no effort in another. Faculty member and evaluator will agree on appropriate combination of activities.	1. Participates and assists in a significant institutional event.	1. As a member, assists with a special program, project, contest, taskforce, or similar activities.	1. Chairs special program, project, contest, taskforce, or similar activities.
	2. Serves as an advisor for a student activity.	2. Chairs or co-chairs a significant institutional event.	2. Chairs or co-chairs a significant institutional event.
	3. For non-professorial ranks, serves as an advisor to a student organization.	3. Serves as an advisor for a student activity.	3. Serves as an advisor for a student activity.
	4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	4. For non-professorial ranks, serves as an advisor to a student organization.	4. For non-professorial ranks, serves as an advisor to a student organization.
	5. Applies for a grant or program agreement.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
		6. Receives and/or manages grant or program agreement.	6. Receives and/or manages grant or program agreement.

NEEDS IMPROVEMENT ◯

CONDUCIVE LEARNING ENVIRONMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does two (2) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following:
1. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.). 2. Is helpful in preventing and resolving conflicts. 3. Demonstrates willingness to receive constructive criticism and modify performance accordingly. 4. Interacts with the public, clients of services, and students of the College in a friendly and cooperative manner.	1. Participates and assists in a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 5. Applies for a grant or program agreement.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ◯			

IMPROVEMENT AND ACCOUNTABILITY

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty must meet one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty must meet two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for *Satisfactory*, the faculty must meet three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
1. Is aware of the goals and objectives for the academic year through attendance at Convocation. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, or Faculty Senate President (as applicable), not to include Convocation. 3. Participates in department meetings. 4. Secondary Faculty shall attend site school faculty meetings, and participate in site school functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
NEEDS IMPROVEMENT ◯			

VISIBILITY AND ENGAGEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must choose one (1) of the following:	Faculty member must choose two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	Faculty member must choose three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)	Faculty member must choose four (4) or more of the following: (Multiple items may be used to satisfy the requirements for the four (4), provided they are identifiably different.)
1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.
NEEDS IMPROVEMENT ◯			

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

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the college, plan, implement, or complete a project/service related to the faculty instructional responsibilities approved by the Dean.

RETENTION AND COMPLETION

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Content Expertise	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following:
	1. Maintains current information in the field. 2. Maintains certification or licensure as a requirement of employment.	1. Participates actively in advisory committee meetings.	1. Participates actively in advisory committee meetings.	1. Participates actively in advisory committee meetings.
		2. Implements recommendations from an advisory committee.	2. Implements recommendations from an advisory committee.	2. Implements recommendations from an advisory committee.
		3. Provides an advisory committee / department with data / expertise to enhance students' career readiness.	3. Provides an advisory committee / department with data / expertise to enhance students' career readiness.	3. Provides an advisory committee / department with data / expertise to enhance students' career readiness.
		4. Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	4. Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	4. Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.
		5. Publishes one (1) article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).	5. Publishes one (1) article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).	5. Publishes one (1) article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).
	NEEDS IMPROVEMENT ◯			
Direct Services	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following:
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement. 2. Demonstrates outreach efforts to support student development. 3. Identifies referral sources and makes suitable referrals as needed.	1. Demonstrates superior knowledge of GCC programs and services to promote student success.	1. Demonstrates superior knowledge of GCC programs and services to promote student success.	1. Demonstrates superior knowledge of GCC programs and services to promote student success.
		2. Provide student-centered services in a professional, clear, and eloquent way.	2. Provide student-centered services in a professional, clear, and eloquent way.	2. Provide student-centered services in a professional, clear, and eloquent way.
		3. Builds workshops/presentations/services based on data gathered	3. Builds workshops/presentations/services based on data gathered	3. Builds workshops/presentations/services based on data gathered

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	4. Submits grades in accordance with the Guam Department of Education (GDOE) Academic Calendar (Work Experience Coordinator only). 5. Administers resources and various tools for program services and activities.	from evaluations/surveys to heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.	from evaluations/surveys to heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.	from evaluations/surveys to heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.
	NEEDS IMPROVEMENT ◯			
Program Design/ Delivery and Management	Program materials show that the faculty does all of the following as needed: 1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources. 2. Collaborates with internal and external stakeholders to address program development. 3. Maintains accurate records to document stakeholder services. 4. Provides evidence of use of multiple student assessment strategies.	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 3. Develops and/or creates promotional materials or other educational materials. 4. Coordinates, schedules, and conducts two (2) informational sessions and/or presentations for classroom, conference/ workshops or community forums, etc., in keeping with the needs of the College.	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 3. Develops and/or creates promotional materials or other educational materials. 4. Coordinates, schedules, and conducts two (2) informational sessions and/or presentations for classroom, conference/ workshops or community forums, etc., in keeping with the needs of the College. Multiples of this item may be counted, provided they are identifiably different in content and activities. In this area, each session/presentation will equal one (1) of the combinations of two (2) requirements and four (4) sessions/presentations may be used to satisfy the criteria for this performance level.	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 3. Develops and/or creates promotional materials or other educational materials. 4. Coordinates, schedules, and conducts two (2) informational sessions and/or presentations for classroom, conference/ workshops or community forums, etc., in keeping with the needs of the College. Multiples of this item may be counted, provided they are identifiably different in content and activities. In this area, each session/presentation will equal one (1) of the combinations of two (2) requirements and six (6) sessions/presentations may be used to satisfy the criteria for this performance level.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		5. Researches, develops, and submits application for funding from additional sources.	5. Researches, develops, and submits application for funding from additional sources.	5. Researches, develops, and submits application for funding from additional sources.
		6. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	6. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	6. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).
		7. Demonstrates volunteer efforts for departmental/program need during the academic year (use of this item requires prior approval from the Dean).	7. Demonstrates volunteer efforts for departmental/program need during the academic year (use of this item requires prior approval from the Dean).	7. Demonstrates volunteer efforts for departmental/program need during the academic year (use of this item requires prior approval from the Dean).
	NEEDS IMPROVEMENT ◯			
Institutional Assessment	Completes data collection/submission assignments for each semester for program and/or course assessment, as confirmed in the assessment compliance matrix for the academic year (released in the Spring).			In addition to meeting the criteria for *Satisfactory*, completes all other assigned assessment tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle schedule.
	NEEDS IMPROVEMENT ◯			

PROFESSIONAL DEVELOPMENT/SCHOLARLY ACTIVITY/CREATIVE ENDEAVORS (CEUs are recognized as defined in the faculty job specifications)
As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:
1. For non-degreed faculty, completes a three credit course necessary for promotion or advancement. 2. For degreed faculty, participates in one (1) discipline or education area professional development activity or credited course. 3. Participates in the institution's mentoring program (as a mentee for the first 2 years as a permanent faculty).	For Non-Degreed Faculty: Completes one (1) credited course in addition to the course required for satisfactory necessary for advancement-in-rank.	For Non-Degreed Faculty: Completes two (2) credited courses required in addition to the course necessary for advancement-in-rank.	For Non-Degreed Faculty: Completes degree in educational area; Or, Completes three (3) credited courses in addition to the course necessary for advancement-in-rank.
	For Degreed Faculty: Completes one (1) of the following:	For Degreed Faculty: Completes two (2) of the following:	For Degreed Faculty: Completes three (3) of the following:
	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2).	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and three (3) courses may be used to satisfy the requirement for the three (3).
	2. Participates in one (1) additional discipline, technology, or education area professional development activity.	2. Develops strategies from discipline, technology, or education area professional development activity.	2. Implements strategies from discipline, technology, or education area professional development activity. In this area each activity will equal one (1) of the combination and three (3) activities may be used to satisfy the requirement for the three (3).
	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).
	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).	5. Publishes an article for a refereed publication (external source).	5. Publishes a book in his or her discipline or educational field.

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	6. Submits an article for refereed publication.	6. Presents at a regional, national, or international conference. In this area, multiple conferences may be used to satisfy the requirements for the two (2), provided they are identifiably different.	6. Completes a higher degree in discipline or Education.
	7. Presents at a local, regional, national, or international conference.	7. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	7. Publishes two (2) articles for refereed publication (external source).
	8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	8. Completes formal research project, in accordance with institutional guidelines.	8. Presents at a regional, national, or international conference. Multiple conferences may be used to satisfy the requirements for the three (3), provided they are identifiably different.
	9. Completes formal research project, in accordance with institutional guidelines.	9. Receives national, regional, state, or local award.	9. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).
	10. Receives national, international, regional, state, or local award.	10. Receives and/or manages awarded grants or program agreements.	10. Completes formal research project, in accordance with institutional guidelines, resulting in publication.
	11. Applies for grants or program agreements.	11. Develops three (3) new professional development courses through continuing education.	11. Receives national, regional, state, or local award.
	12. Develops two (2) new professional development courses through continuing education.		12. Receives and/or manages grants or program agreements.
			13. Develops four (4) new professional development courses through continuing education.
NEEDS IMPROVEMENT ◯			

INSTITUTIONAL INVOLVEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following:
Serves as an advisor to a student organization (for professorial ranks). For these activities, extra effort in one (1) area may compensate for minimal or no effort in another.	1. Participates and assists in a significant institutional event.	1. As a member, assists with a special program, project, contest, taskforce, or similar activities.	1. Chairs special program, project, contest, taskforce, or similar activities.
	2. Serves as an advisor for a student activity.	2. Chairs or co-chairs a significant institutional event.	2. Chairs or co-chairs a significant institutional event.
	3. For non-professorial ranks, serves as an advisor to a student organization.	3. Serves as an advisor for a student activity.	3. Serves as an advisor for a student activity.
	4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	4. For non-professorial ranks, serves as an advisor to a student organization.	4. For non-professorial ranks, serves as an advisor to a student organization.
	5. Applies for a grant or program agreement.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
		6. Receives and/or manages grant or program agreement.	6. Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ◯			

CONDUCIVE LEARNING ENVIRONMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does two (2) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following:
1. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.). 2. Is helpful in preventing and resolving conflicts. 3. Demonstrates willingness to receive constructive criticism and modify performance accordingly. 4. Interacts with the public, clients of services, and students of the College in a friendly and cooperative manner.	1. Participates and assists in a significant institutional event.	1. Chairs or co-chairs a significant institutional event.	1. Chairs or co-chairs a significant institutional event.
	2. Holds responsibility for maintaining special facilities.	2. Holds responsibility for maintaining special facilities.	2. Holds responsibility for maintaining special facilities.
	3. Serves as an advisor for a student activity.	3. Serves as an advisor for a student activity.	3. Serves as an advisor for a student activity.
	4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	4. For non-professorial ranks, serves as an advisor to a student organization.	4. For non-professorial ranks, serves as an advisor to a student organization.
	5. Applies for a grant or program agreement.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
		6. Receives and/or manages grant or program agreement.	6. Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ◯			

IMPROVEMENT AND ACCOUNTABILITY
As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty must meet one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty must meet two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for *Satisfactory*, the faculty must meet three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
1. Is aware of the goals and objectives for the academic year through attendance at Convocation. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, or Faculty Senate President (as applicable), not to include Convocation. 3. Participates in department meetings. 4. Secondary Faculty shall attend site school faculty meetings and participate in site school functions, scheduled by the site school, not in conflict with GCC Faculty Union/BOT Agreement.	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 2. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 2. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 2. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).
NEEDS IMPROVEMENT ◯			

VISIBILITY AND ENGAGEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must choose one (1) of the following:	Faculty member must choose two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	Faculty member must choose three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)	Faculty member must choose four (4) or more of the following: (Multiple items may be used to satisfy the requirements for the four (4), provided they are identifiably different.)
1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission. 6. Makes significant professional contributions in community service which are relevant to the mission of the College. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.
NEEDS IMPROVEMENT ◯			

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

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the College, plan, implement, or complete a project/service related to the faculty non-instructional responsibilities approved by the Dean.

RETENTION AND COMPLETION
DC DUTIES
As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Leadership	D.C. must meet all of the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does three (3) of the following:
	1. Provides support for students with resolving problems, when required. 2. Update a departmental 3-year strategic plan in the approved template/format. 3. Periodically visits and observes all department faculty and provides mentorship if necessary.	1. Develops an ongoing mentorship program for the department.	1. Develops an ongoing mentorship program for the department.	1. Develops an ongoing mentorship program for the department.
		2. Organizes departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan.	2. Organizes departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan.	2. Chairs departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan.
		3. Integrates the institutional mentorship program within the department.	3. Integrates the institutional mentorship program within the department.	3. Integrates the institutional mentorship program within the department.
		4. Demonstrates volunteer efforts for departmental improvement.	4. Demonstrates volunteer efforts for departmental improvement.	4. Demonstrates volunteer efforts for departmental improvement.
	NEEDS IMPROVEMENT ◯			
Curriculum, Course & Program Assessment	D.C. must meet the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does three (3) of the following:
	1. Provides leadership in departmental activities regarding curriculum development, revision, as well as course and program assessment, according to	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).

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	established institutional deadlines. 2. Maintains certification or licensure as a requirement of employment. 3. Facilitates, guides, and ensures that department assessment goals and college wide deadlines are met.	2. Receives a new license or new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	2. Receives a new license or new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	2. Receives a new license or new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.
		3. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings as approved by the Board.	3. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings as approved by the Board	3. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings as approved by the Board.
		4. Implements general education recommendations from an advisory committee.	4. Implements general education recommendations from an advisory committee.	4. Implements general education recommendations from an advisory committee.
		5. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	5. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	5. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.
		6. Provides leadership with department members to create alternative course/service delivery methods.	6. Provides leadership with department members to create alternative course/service delivery methods.	6. Provides leadership with department members to create alternative course/service delivery methods.
		7. Develops new courses through continuing education.	7. Develops new courses through continuing education.	7. Develops new courses through continuing education.
		8. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.	8. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.	8. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.
	NEEDS IMPROVEMENT ◯			

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Professional Development/ Scholarly Activity/ Creative Endeavors (CEUs are recognized as defined in the faculty job specifications)	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does the following:
	1. For Non-Degreed faculty, completes a three credit course necessary for advancement-in-rank or condition of employment. 2. For degreed faculty, participates in one (1) discipline or education area professional development activity or credited course. 3. Participates in the institution's mentoring program (as a mentee for the first 2 years as a permanent faculty). 4. Provide an orientation to new faculty members of the department and serve as a mentor to the same.	For Non-Degreed Faculty: Completes one (1) credited course in addition to the course required for satisfactory necessary for advancement-in-rank or condition of employment.	For Non-Degreed Faculty: Completes two (2) credited courses in addition to the course required for satisfactory necessary for advancement-in-rank or condition of employment.	For Non-Degreed Faculty: Completes degree in educational area; Or, Completes three (3) credited courses in addition to the course required for the satisfactory necessary for advancement-in-rank or condition of employment.
		For Degreed Faculty: Completes one (1) of the following:	For Degreed Faculty: Completes two (2) of the following:	For Degreed Faculty: Completes three (3) of the following:
		1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2).	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one (1) of the combination and three (3) courses may be used to satisfy the requirement for the three (3).
		2. Participates in one (1) additional discipline, technology, or education area professional development activity.	2. Develops strategies from discipline, technology, or education area professional development activity.	2. Implements strategies from discipline, technology, or education area professional development activity. In this area each activity will equal one (1) of the combination and three (3) activities may be used to satisfy the requirement for the three (3).
		3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor).

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		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).	5. Publishes an article for a refereed publication (external source).	5. Publishes a book in his or her discipline or educational field.
		6. Submits an article for refereed publication.	6. Presents at a regional, national, or international conference. In this area, multiple conferences may be used to satisfy the requirements for the two (2), provided they are identifiably different.	6. Completes a higher degree in discipline or Education.
		7. Presents at a local, regional, national, or international conference.	7. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	7. Publishes two (2) articles for refereed publication (external source).
		8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	8. Completes formal research project, in accordance with institutional guidelines.	8. Presents at a regional, national, or international conference. Multiple conferences may be used to satisfy the requirements for the three (3), provided they are identifiably different.
		9. Completes formal research project, in accordance with institutional guidelines.	9. Receives national, regional, state, or local award.	9. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).
		10. Receives national, international, regional, state, or local award.	10. Develops three (3) new professional development courses through continuing education.	10. Completes formal research project, in accordance with institutional guidelines, resulting in publication.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		11. Develops two (2) new professional development courses through continuing education.		11. Receives national, regional, state, or local award. 12. Develops four (4) new professional development courses through continuing education.
	NEEDS IMPROVEMENT ◯			
Institutional Involvement	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following:
	1. Serves as an advisor to a student organization (for professorial ranks). 2. Represents the department at College related activities where appropriate. 3. Recruits, recommends for hire, orients, mentors, and observes adjunct instructors and provides written feedback to the assigned Dean/Associate Dean, as applicable.	1. Participates and assists in a significant institutional event.	1. As a member assists with a special program, project, contest, taskforce, or similar activities.	1. Observes all adjunct faculty at least once per semester and provides written feedback to the assigned Dean/Associate Dean, as applicable.
		2. Serves as an advisor for a student activity.	2. Chairs or co-chairs a significant institutional event.	2. Chairs special program, project, contest, taskforce, or similar activities.
		3. For non-professorial ranks, serves as an advisor to a student organization.	3. Serves as an advisor for a student activity.	3. Chairs or co-chairs a significant institutional event.
		4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	4. For non-professorial ranks, serves as an advisor to a student organization.	4. Serves as an advisor for a student activity.
		5. Applies and/or receives and/or manages grant or program agreement.	5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	5. For non-professorial ranks, serves as an advisor to a student organization.
			6. Applies and/or receives and/or manages grant or program agreement.	6. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
				7. Applies and/or receives and/or manages grant or program agreement.
	NEEDS IMPROVEMENT ◯			

DEPARTMENT CHAIRPERSONS WITH A TEACHING LOAD:

TEACHING

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Course Management	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following:
	1. Provides the students with a course syllabus. 2. Follows course guides including prescribed resources. 3. Maintains approved class meeting times, duration, and location. 4. Makes every effort to return graded tests within one (1) week. 5. When requested or required, provide an individual student intra-term progress report in a timely manner. 6. Submits grades in accordance with the Academic Calendar. 7. Maintains accurate records to document student performance. 8. Maintains accurate records to document student attendance. 9. Maintains inventory of equipment as applicable.	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. Directs and/or provides tutorial sessions outside office hours and classroom time.	2. Directs and/or provides tutorial sessions outside office hours and classroom time.	2. Directs and/or provides tutorial sessions outside office hours and classroom time.
		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. 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. Participates actively in workforce advisory committee meetings.	5. Participates actively in workforce advisory committee meetings.	5. Participates actively in workforce advisory committee meetings.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		6. Submits a substantive revision of a course in line with department strategic plan.	6. Submits a substantive revision of a course in line with department strategic plan.	6. Submits substantive revisions of at least two (2) courses in line with department strategic plan.
		7. In line with the department strategic plan, develops a new course.	7. In line with the department strategic plan, develops a new course.	7. In line with the department strategic plan, develops two (2) new courses.
		8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.
		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. **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.
	NEEDS IMPROVEMENT ◯			
Instructional Delivery For this element see the evaluation form for the percentage options related to Delivery & Student Survey (IDEA).	In observation of classroom activities (and, if relevant online interaction), faculty provides evidence of the following: (i.e. Record of classroom observation and syllabi except #8)	In addition to meeting the criteria for *Satisfactory*, the Faculty does one (1) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)	In addition to meeting the criteria for *Satisfactory*, the Faculty does two (2) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)	In addition to meeting the criteria for *Satisfactory*, the Faculty does three (3) of the following Delivery Options: (i.e. Record of classroom observation and syllabi)
	1. Communicates purpose and objectives of lesson clearly and effectively. 2. Shows respect for students. 3. Includes a range of activities appropriate to the course. 4. Effectively paces activities.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulates independent learning in students.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulates independent learning in students.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulates independent learning in students.
		2. Presents in a professional, clear, and eloquent way. In	2. Presents in a professional, clear, and eloquent way. In	2. Presents in a professional, clear, and eloquent way. In

DEPARTMENT CHAIRPERSONS WITH A TEACHING LOAD:

Initials: ____ ____
RDS FQT
Month dd, 2017

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	5. Encourages student involvement through questions, class activities, discussions, and/or group work. 6. Uses techniques that reflect awareness of individual differences and learning styles. 7. Maintains adequate control of the classroom environment and keeps students on task. 8. Submits course syllabi to the Department Chair prior to the first day of class in the institution's approved format. 9. Ensures syllabi and/or course documents reflect the use of educational resources as identified in the course guide. 10. Uses updated multiple assessment strategies / tools. 11. Places attention in syllabi to professional standards, student learning outcomes (SLOs), and course goals.	addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.	addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.	addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.
	NEEDS IMPROVEMENT ◯			

DEPARTMENT CHAIRPERSONS WITH A TEACHING LOAD:

Initials: ____ ____
RDS FQT
Month dd, 2017

DEPARTMENT CHAIRPERSONS WITH A STUDENT SERVICES LOAD (I.E., NON-INSTRUCTIONAL)

STUDENT SERVICES

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Program Design/ Delivery and Management	Program materials show that the faculty does all of the following as needed: 1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources. 2. Collaborates with internal and external stakeholders to address program development. 3. Maintains accurate records to document stakeholder services. 4. Provides evidence of use of multiple student assessment strategies.	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 3. Develops and/or creates promotional materials or other educational materials. 4. Coordinates, schedules, and conducts two (2) informational sessions and/or presentations for classroom, conference/ workshops or community forums, etc., in keeping with the needs of the College.	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 3. Develops and/or creates promotional materials or other educational materials. 4. Coordinates, schedules, and conducts two (2) informational sessions and/or presentations for classroom, conference/ workshops or community forums, etc., in keeping with the needs of the College. Multiples of this item may be counted, provided they are identifiably different in content and activities. In this area, each session/presentation will equal one (1) of the combinations of two (2) requirements and four (4) sessions/presentations may be	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 3. Develops and/or creates promotional materials or other educational materials. 4. Coordinates, schedules, and conducts two (2) informational sessions and/or presentations for classroom, conference/ workshops or community forums, etc., in keeping with the needs of the College. Multiples of this item may be counted, provided they are identifiably different in content and activities. In this area, each session/presentation will equal one (1) of the combinations of two (2) requirements and six (6) sessions/presentations may

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
			used to satisfy the criteria for this performance level.	be used to satisfy the criteria for this performance level.
		5. Researches, develops, and submits application for funding from additional sources.	5. Researches, develops, and submits application for funding from additional sources.	5. Researches, develops, and submits application for funding from additional sources.
		6. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	6. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).	6. Creates and maintains a department/program institutional webpage on MyGCC (must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing).
		7. Demonstrates volunteer efforts for departmental/program need during the academic year (use of this item requires prior approval from the Dean).	7. Demonstrates volunteer efforts for departmental/program need during the academic year (use of this item requires prior approval from the Dean).	7. Demonstrates volunteer efforts for departmental/program need during the academic year (use of this item requires prior approval from the Dean).
	NEEDS IMPROVEMENT ◯			
Direct Services	Faculty member must meet the following criteria:	In addition to meeting the criteria for *Satisfactory*, the faculty does one (1) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does two (2) of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty does three (3) of the following:
	1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement. 2. Demonstrates outreach efforts to support student development. 3. Identifies referral sources and makes suitable referrals as needed. 4. Submits grades in accordance with the Guam Department of Education (GDOE) Academic	1. Demonstrates superior knowledge of GCC programs and services to promote student success.	1. Demonstrates superior knowledge of GCC programs and services to promote student success.	1. Demonstrates superior knowledge of GCC programs and services to promote student success.
		2. Provides student-centered services in a professional, clear, and eloquent way.	2. Provides student-centered services in a professional, clear, and eloquent way.	2. Provides student-centered services in a professional, clear, and eloquent way.
		3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to heighten student learning of material, and is very well organized.	3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to heighten student learning of material, and is very well organized.	3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to heighten student learning of material, and is very well organized.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	Calendar (Work Experience Coordinator only). 5. Administers resources and various tools for program services and activities.	4. Appears to have built a strong student services environment of collegiality and respect.	4. Appears to have built a strong student services environment of collegiality and respect.	4. Appears to have built a strong student services environment of collegiality and respect.
	NEEDS IMPROVEMENT ◯			

CONDUCIVE LEARNING ENVIRONMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
D.C. must meet all of the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and D.C. does two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and D.C. does three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
1. Collegially and effectively schedules classes / department functions. 2. Be available on campus for consultation and assistance as per the individual's semester schedule. 3. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.). 4. Is helpful in preventing and resolving conflicts. 5. Demonstrates willingness to receive constructive criticism and modify performance accordingly. 6. Interacts with the public, clients of services, and students of the College in a friendly and cooperative manner.	1. Participates and assists in a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
NEEDS IMPROVEMENT ◯			

IMPROVEMENT AND ACCOUNTABILITY As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?			
SATISFACTORY	**STRONG**	**STELLAR**	**EXCEPTIONAL**
D.C. must meet all of the following:	In addition to meeting the criteria for *Satisfactory*, D.C. does one (1) or more of the following:	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for *Satisfactory*, the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
1. Attends Department Chairpersons' meetings, be available for daily consultation with the Dean on departmental matters, and inform departmental faculty of these discussions and decisions. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, or Faculty Senate President (as applicable), not to include Convocation. 3. Develops, submits, and maintains 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. 4. Coordinates and maintains the daily operational details of the department to include inventories, submittal of department requisitions, supplies, equipment, textbooks, and work order requests. 5. Facilitates and serves as a member of the appropriate departmental Advisory Committee pertaining to the Board's responsibilities as established by law. (For CTE Department Chairs only)	1. Demonstrates volunteer efforts for departmental improvement. 2. Applies for a grant or program agreement. 3. Develops and submits application for other funding from additional sources. 4. Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.	1. Demonstrates volunteer efforts for departmental improvement. 2. Receives and/or manages grant or program agreement. 3. Receives additional department funding sources. 4. Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.	1. Demonstrates volunteer efforts for departmental improvement. 2. Receives and/or manages grant or program agreement. 3. Manages additional department funding sources. 4. Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.

VISIBILITY AND ENGAGEMENT

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Faculty member must choose one (1) of the following:	Faculty member must choose two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	Faculty member must choose three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)	Faculty member must choose four (4) or more of the following: (Multiple items may be used to satisfy the requirements for the four (4), provided they are identifiably different.)
1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Participates in one (1) or more additional promotions of GCC programs and recruitment of students. 6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission. 7. Makes significant professional contributions in community service which are relevant to the mission of the College.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Participates in one (1) or more additional promotions of GCC programs and recruitment of students. 6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission. 7. Makes significant professional contributions in community service which are relevant to the mission of the College.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Participates in one (1) or more additional promotions of GCC programs and recruitment of students. 6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission. 7. Makes significant professional contributions in community service which are relevant to the mission of the College.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community. 5. Participates in one (1) or more additional promotions of GCC programs and recruitment of students. 6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission. 7. Makes significant professional contributions in community service which are relevant to the mission of the College.
NEEDS IMPROVEMENT ◯			

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

As you collect evidence for this goal, please provide a reflection narrative at the end of this section that addresses this question: How do these various elements collectively tie with your work performance under this goal?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the College, plan, implement, or complete a project/service related to the faculty instructional/non-instructional responsibilities approved by the Dean.

APPENDIX C

EVALUATION PLAN (PERCENTAGE FORMS)

INSTRUCTIONAL FACULTY (ASSISTANT INSTRUCTOR) EVALUATION PLAN

Faculty Member Name	Department
Rank	Division
Evaluator	Date Evaluation Completed

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

1. Retention and Completion: 60%-65%
   Percentage _____ X Evaluator's Rating Total _____ = _____

   A. Content Expertise (30%) X Evaluator's Rating _____ = _____
   For Non-CTE Faculty, Content Expertise may be distributed in B, C, and D with the identified percentages as the minimum.

   B. Instructional Delivery (40%) 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%

   C. Course Management (10%) X Evaluator's Rating _____ = _____

   D. Institutional Assessment (20%) X Evaluator's Rating _____ = _____

2. Enrollment Management: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

3. Professional Development/Scholarly Activity/Creative Endeavors: 15%
   Percentage _____ X Evaluator's Rating _____ = _____

4. Institutional Involvement: 0%
   Collaboration and Outreach
   Percentage _____ X Evaluator's Rating _____ = _____

5. Conducive Learning Environment: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

6. Improvement and Accountability: 5%
   Percentage _____ X Evaluator's Rating _____ = _____

7. Visibility and Engagement: 0%
   Percentage _____ X Evaluator's Rating _____ = _____

8. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0% - 35%
   Percentage _____ X Evaluator's Rating _____ = _____
   **Project and adjustment of percentages are subject to the approval of the evaluator, Dean, and/or Vice President for Academic Affairs.

Faculty Evaluation Tabulation of Scores.

Section 1 _____

Section 2 _____

Section 3 _____

Section 4 _____

Section 5 _____

Section 6 _____

Section 7 _____

Section 8 _____

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 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.***

INSTRUCTIONAL FACULTY (INSTRUCTOR) EVALUATION PLAN

Faculty Member Name	Department
Rank	Division
Evaluator	Date Evaluation Completed

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

1. Retention and Completion: 55%-65%
   Percentage _____ X Evaluator's Rating Total _____ = _____

   A. Content Expertise (25%) X Evaluator's Rating _____ = _____
   For Non-CTE Faculty, Content Expertise may be distributed in B, C, and D with the identified percentages as the minimum.

   B. Instructional Delivery (40%) 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%

   C. Course Management (15%) X Evaluator's Rating _____ = _____

   D. Institutional Assessment (20%) X Evaluator's Rating _____ = _____

2. Enrollment Management: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

3. Professional Development/Scholarly Activity/Creative Endeavors: 15%
   Percentage _____ X Evaluator's Rating _____ = _____

4. Institutional Involvement: 0% - 5%
   Collaboration and Outreach
   Percentage _____ X Evaluator's Rating _____ = _____

5. Conducive Learning Environment: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

6. Improvement and Accountability: 5%
   Percentage _____ X Evaluator's Rating _____ = _____

7. Visibility and Engagement: 0% - 5%
   Percentage _____ X Evaluator's Rating _____ = _____

8. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0% - 35%
   Percentage _____ X Evaluator's Rating _____ = _____
   **Project and adjustment of percentages are subject to the approval of the evaluator, Dean, and/or Vice President for Academic Affairs.

Faculty Evaluation Tabulation of Scores.

Section 1 _____

Section 2 _____

Section 3 _____

Section 4 _____

Section 5 _____

Section 6 _____

Section 7 _____

Section 8 _____

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 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.***

INSTRUCTIONAL FACULTY (PROFESSORIAL) EVALUATION PLAN

Faculty Member Name	Department
Rank	Division
Evaluator	Date Evaluation Completed

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

1. Retention and Completion: (Assistant Professor 50%-65%/Associate Professor 45%-60%/Professor 40%-55%)
   Percentage _____ X Evaluator's Rating Total _____ = _____

   A. Content Expertise (35%) X Evaluator's Rating _____ = _____
      For Non-CTE Faculty, Content Expertise may be distributed in B, C, and D with the identified percentages as the minimum.

   B. Instructional Delivery (40%) 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%

   C. Course Management (10%) X Evaluator's Rating _____ = _____

   D. Institutional Assessment (15%) X Evaluator's Rating _____ = _____

2. Enrollment Management: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

3. Professional Development/Scholarly Activity/Creative Endeavors: 5% - 15%
   Percentage _____ X Evaluator's Rating _____ = _____

4. Institutional Involvement: 10% - 15%
   Collaboration and Outreach
   Percentage _____ X Evaluator's Rating _____ = _____

5. Conducive Learning Environment: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

6. Improvement and Accountability: 5%
   Percentage _____ X Evaluator's Rating _____ = _____

7. Visibility and Engagement: 0% - 5%
   Percentage _____ X Evaluator's Rating _____ = _____

8. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0% - 35%
   Percentage _____ X Evaluator's Rating _____ = _____
   **Project and adjustment of percentages are subject to the approval of the evaluator, Dean, and/or Vice President for Academic Affairs.

Faculty Evaluation Tabulation of Scores.

Section 1 _____

Section 2 _____

Section 3 _____

Section 4 _____

Section 5 _____

Section 6 _____

Section 7 _____

Section 8 _____

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 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.***

NON-INSTRUCTIONAL FACULTY (INSTRUCTOR) EVALUATION PLAN

Faculty Member Name	Department
Rank	Division
Evaluator	Date Evaluation Completed

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

1. Retention and Completion: 60%-70%

   Percentage _____ X Evaluator's Rating Total _____ = _____

   A. Content Expertise (25%) X Evaluator's Rating _____ = _____

   B. Direct Services (40%) X Evaluator's Rating _____ = _____

   C. Program Design/Delivery and Management (15%) X Evaluator's Rating _____ = _____

   D. Institutional Assessment (20%) X Evaluator's Rating _____ = _____

2. Professional Development/Scholarly Activity/Creative Endeavors: 15%
   Percentage _____ X Evaluator's Rating _____ = _____

3. Institutional Involvement: 0% - 5%
   Collaboration and Outreach
   Percentage _____ X Evaluator's Rating _____ = _____

4. Conducive Learning Environment: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

5. Improvement and Accountability: 5%
   Percentage _____ X Evaluator's Rating _____ = _____

6. Visibility and Engagement: 0% - 5%
   Percentage _____ X Evaluator's Rating _____ = _____

7. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0% - 35%
   Percentage _____ X Evaluator's Rating _____ = _____
   **Project and adjustment of percentages are subject to the approval of the evaluator, Dean, and/or Vice President for Academic Affairs.

Faculty Evaluation Tabulation of Scores.

Section 1 _____

Section 2 _____

Section 3 _____

Section 4 _____

Section 5 _____

Section 6 _____

Section 7 _____

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 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.***

NON-INSTRUCTIONAL FACULTY (PROFESSORIAL) EVALUATION PLAN

Faculty Member Name	Department
Rank	Division
Evaluator	Date Evaluation Completed

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

1. Retention and Completion: (Assistant Professor 55%-70%/Associate Professor 50%-65%/Professor 45%-60%

   Percentage _____ X Evaluator's Rating Total _____ = _____

   A. Content Expertise (25%) X Evaluator's Rating _____ = _____

   B. Direct Services (40%) X Evaluator's Rating _____ = _____

   C. Program Design/Delivery and Management (15%) X Evaluator's Rating _____ = _____

   D. Institutional Assessment (20%) X Evaluator's Rating _____ = _____

2. Professional Development/Scholarly Activity/Creative Endeavors: 5% - 15%
   Percentage _____ X Evaluator's Rating _____ = _____

3. Institutional Involvement: 10% - 15%
   Collaboration and Outreach
   Percentage _____ X Evaluator's Rating _____ = _____

4. Conducive Learning Environment: 5% - 10%
   Percentage _____ X Evaluator's Rating _____ = _____

5. Improvement and Accountability: 5%

Percentage _____ X Evaluator's Rating _____ = _____

6. Visibility and Engagement: 5%
   Percentage _____ X Evaluator's Rating _____ **=** _____

7. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0% - 35%
   Percentage _____ X Evaluator's Rating _____ **=** _____
   **Project and adjustment of percentages are subject to the approval of the evaluator, Dean, and/or Vice President for Academic Affairs.

Faculty Evaluation Tabulation of Scores.

Section 1 _____

Section 2 _____

Section 3 _____

Section 4 _____

Section 5 _____

Section 6 _____

Section 7 _____

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 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.***

DEPARTMENT CHAIRPERSON EVALUATION PLAN

Faculty Member Name	Department
Rank	Division
Evaluator	Date Evaluation Completed

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

1. Retention and Completion: 45%-90%

   Desired Percentage _____ X Evaluator's Rating Total _____ = _____

   DC Duties (20% - 100%) X Evaluator's Rating Total _____ = _____
   A. Leadership (35% - 45%) X Evaluator's Rating _____ = _____
   B. Curriculum, Course, and Program Assessment (35% - 45%) X Evaluator's Rating ___ = ____
   C. Professional Development/Scholarly Activity/Creative Endeavors (5% - 15%) X Evaluator's Rating _____ = _____
   D. Institutional Involvement (5% - 25%) X Evaluator's Rating _____ = _____

   Teaching (0% - 80%) X Evaluator's Rating Total _____ = _____
   A. Course Management (25%) X Evaluator's Rating _____ = _____
   B. Instructional Delivery (75%) 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%

Student Services (0% - 80%) X Evaluator's Rating _____ = _____

A. Program Design/Delivery and Management (25%) X Evaluator's Rating _____ = _____

B. Direct Services (75%) X Evaluator's Rating _____ = _____

2. Conducive Learning Environment: 5% - 10%
   Desired Percentage _____ X Evaluator's Rating _____ = _____

3. Improvement and Accountability: 5% - 40%
   Desired Percentage _____ X Evaluator's Rating _____ = _____

4. Visibility and Engagement: 0% - 10%
   Desired Percentage _____ X Evaluator's Rating _____ = _____

5. **Exceptional Activities that Promote Institutional and Academic Priorities and/or Institutional Strategic Master Plan (ISMP) Goals: 0% - 35%
   Percentage _____ X Evaluator's Rating _____ = _____
   **Project and adjustment of percentages are subject to the approval of the evaluator, Dean, and/or Vice President for Academic Affairs.

Faculty Evaluation Tabulation of Scores.

Section 1 _____

Section 2 _____

Section 3 _____

Section 4 _____

Section 5 _____

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 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.***

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

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 his/her 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 his/her 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?
- 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 his/her 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?

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

APPENDIX D

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

A **I. SECONDARY CLASSES for full-time faculty regular load**

II. POSTSECONDARY CLASSES for full-time faculty regular load

III. CONTINUING EDUCATION/SPECIAL PROJECT ASSIGNMENT AS PART OF FULL TIME FACULTY REGULAR LOAD

IV. OTHER FULL-TIME FACULTY ASSIGNMENTS (Attach Alternate Assignment Agreement Form if applicable)

DEPARTMENT CHAIR	CONTACT HOURS		DEPARTMENT ACTIVITIES	CONTACT HOURS		OTHER ACTIVITIES	CONTACT HOURS

V. OFFICE HOURS
(5 hours total with a minimum of 1 hour blocks, over 3 days. Department Chairs include evening hours to accommodate Adjunct faculty.)

DAYS	TIME	ROOM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

VI. LOCAL COMMITTEES

LOCAL COMMITTEES	CONTACT HOURS
☐ NEGOTIATIONS COMMITTEE	
☐ PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE	
☐ ADVANCEMENT-IN-RANK COMMITTEE	

B **I. OVERLOAD CLASSES/CONTACT HOURS (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 COMMITTEE	
☐ PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE	
☐ ADVANCEMENT-IN-RANK COMMITTEE	

FACULTY LOAD SCHEDULE (Non-Instructional)

GCC ACADEMIC AFFAIRS DIVISION

Faculty: _____ **Rank:** _____ **Academic Year:** _____ **Semester:** _____

FULL TIME FACULTY ASSIGNMENTS

DUTIES and RESPONSIBILITIES

OTHER ASSIGNMENTS (Attach Agreement to Alternate Assignment Form if applicable)

	CONTACT HOURS

LOCAL COMMITTEES

	CONTACT HOURS		CONTACT HOURS		CONTACT HOURS
☐ NEGOTIATIONS COMMITTEE		☐ PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE		☐ ADVANCEMENT-IN-RANK COMMITTEE	

CLASSES

NON-INSTRUCTIONAL FACULTY OVERLOAD

COURSE NO.	SECTION	COURSE TITLE	STUDENT CONTACT HOURS	START	END	DAYS	LOCATION	BLDG/ROOM	REMARKS

LOCAL COMMITTEES

	CONTACT HOURS		CONTACT HOURS		CONTACT HOURS
☐ NEGOTIATIONS COMMITTEE		☐ PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE		☐ ADVANCEMENT-IN-RANK COMMITTEE	

Complete the chart below for Overload.
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 by Faculty:

_____ _____
Signature Date

Concurred by Department Chairperson:

_____ _____
Signature Date

Approved by Evaluator:

_____ _____
Signature Date

Approved by the Dean of School:

_____ _____
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

POSTSECONDARY LABS*

Labs are listed below as they appeared in Banner in September 2016

Course	Course Title	Category	Total Hours	# of Credits
AC232	Accounting on the Computer Using Peachtree	1	45	3
ASL100	American Sign Language I	2	75	4
ASL110	American Sign Language II	2	75	4
ASL120	American Sign Language III	2	75	4
ASL130	American Sign Language IV	2	60	4
CUL140	Culinary Foundations I	1	60	4
CJ102	First Responder	2	48	3
CJ126L	Officer Survival Laboratory I	1	15	1
CJ132	Emergency Vehicle Operator Course (EVOC)	2	45	3
CJ140	Defensive Tactics	2	45	3
CJ145	Physical Development	2	45	3
CJ148	Traffic Law Enforcement	1	45	3
CJ160	Motorcycle Training	2	48	3
HL140	Introduction to Clinical Laboratory	1	60	2
HL162	Administration of Medications	1	15	1
ME161A	Introduction to Autobody Repair	1	60	3
ME161B	Introduction to Autobody Painting	1	60	3
ME171A	Autobody Collision Repair	1	60	3
ME171B	Autobody Refinishing	1	60	3
MS121	Clinical Medical Assisting II	1	90	2
MS125	Clinical Office Experience	1	45	1
MS141	Administrative Medical Assisting Laboratory	1	90	2
MS145	Administrative Medical Assisting Clinical	2	45	1
MS220	Medical Assisting Specialties	1	30	2
MS221	Medical Assisting Specialties Laboratory	1	45	1
MS225	Medical Assisting Specialties Clinical	1	45	1
MS292	Medical Assisting Practicum	2	225	5
NU101	Nursing Assistant	1	180	12
OA101	Keyboarding and Document Processing	1	45	3
OA220	Spreadsheet Systems	1	45	3
OA230	Advanced Information Processing	1	45	3
OA240	Machine Transcription	1	45	3
SI101L	Introduction to Chemistry Laboratory	1	45	1
SI102	General Chemistry with Laboratory	1	30	4
SI103L	Introduction to Marine Biology Laboratory	1	45	1
SI105L	Introduction to Physical Geology Laboratory	1	45	1
SI110L	Introduction to Environmental Biology Laboratory	1	45	1
SI130A	Human Anatomy & Physiology I with Laboratory	2	60	3
SI130B	Human Anatomy & Physiology II with Laboratory	2	60	3
SI141	Applied Physics I	1	60	4
SI142	Applied Physics II	1	60	4
SI150	Introduction to Microbiology	1	75	4
WE220	Equipment Maintenance	1	30	2
WT110	Introduction to Waterworks Science	1	45	3

*Any changes to the above list, based on curriculum committee action, will be added to this Appendix at the end of each academic year by the Coordinator of Admissions and Registration, and verified by the Chief Negotiators for the Board and the Local.

Definition:

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.

APPENDIX F

A Union of Professionals
American Federation of Teachers, AFL-CIO

Guam Community College Faculty Union
AFT Local 6476
Membership Application

Name: _____ Date: _____

Faculty Rank: _____

Mailing Address: _____

_____

I hereby authorize the Guam Community College to deduct membership dues at the rate of ¾ of 1% of my annual salary, as per Article IX, Section 1, of the GCCEF 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 by for the GCCEF:

_____ _____
Officers Name/Signature/Title Date

Received by for the Guam Community College:

_____ _____
Name/Signature/Title Date

Effective Date of membership: _____

APPENDIX G

GUAM COMMUNITY COLLEGE

REQUEST FOR CERTIFICATE OF ELIGIBILITY

To: Human Resources Administrator

From: _____
(Print Full Name)

I hereby request a Certificate of Eligibility for the following:

☐ 1. Advancement-in-Rank (Ref: Article VIII)
Current rank: _____
Applying for the rank of:_____

☐ 2. Sabbatical (Ref: Article IX, C)

☐ 3. Other, please specify purpose below.

_____

I understand this request must be submitted to the HR Administrator on or before April 1st and expires in one (1) year.

_____ _____
Faculty Member's Signature Date (Month/Day/Year)

APPENDIX G
Request for Certificate of Eligibility Adj/12.07.2016

APPENDIX H

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	1ST Offense		2nd Offense		3rd 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 order from a supervisor having responsibility for the work of the employee; insubordination.	Reprimand	Suspension	Suspension	Suspension	Suspension	Dismissal

NATURE OF OFFENSE	1ST Offense		2nd Offense		3rd Offense	
	Min	Max	Min	Max	Min	Max
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, sex, national origin, age, handicapped, creed, political affiliation or marital status or other prohibited discriminatory practices.	Reprimand	Dismissal	Suspension	Dismissal	Suspension	Dismissal

NATURE OF OFFENSE	1ST Offense		2nd Offense		3rd Offense	
	Min	Max	Min	Max	Min	Max
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
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	Reprimand	Suspension	Suspension	Dismissal	Suspension	Dismissal

NATURE OF OFFENSE	1ST Offense		2nd Offense		3rd Offense	
	Min	Max	Min	Max	Min	Max
instructions, or to use protective clothing or equipment.						
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

MEMO FROM CHIEF NEGOTIATORS

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/AFTL-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