

NON-INSTRUCTIONAL FACULTY

SECTION 1: Non-Instructional Responsibilities (____%) Not less than 45% and not more than 65%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
<p>Area Presentation Content Expertise (not less than 20% in this area in 5% increments)</p> <p>1.1 Keeping information current 1.2 Maintaining licensure or certification</p>	<p>In addition to meeting the criteria for Satisfactory, the non-instructional faculty does three of the following:</p> <p>1. Participates actively in advisory committee meetings OR</p> <p>Implements recommendations from an advisory committee OR</p> <p>Provides an advisory committee / department with data / expertise to enhance students' career readiness.</p> <p>(Two of these items may be counted, provided they are identifiably different)</p>	<p>In addition to meeting the criteria for Satisfactory, the non-instructional faculty does two of the following:</p> <p>1. Participates actively in advisory committee meetings, OR</p> <p>Implements recommendations from an advisory committee OR</p> <p>Provides an advisory committee / department with data / expertise to enhance students' career readiness.</p>	<p>In addition to meeting the criteria for Satisfactory, the non-instructional faculty does one of the following:</p> <p>1. Participates actively in advisory committee meetings, OR</p> <p>Implements recommendations from an advisory committee OR</p> <p>Provides an advisory committee / department with data / expertise to enhance students' career readiness.</p>	<p>Non-instructional faculty must meet the following criteria:</p> <p>1. Maintains currency in the field. 2. Maintains certification or licensure as a requirement of the position or as identified in the program document and/or course guide.</p>	<p>Non-instructional faculty did not reasonably meet the specified criteria for Satisfactory in the following areas:</p>

	<p>2. Receives state or national license or certification related to the field not required for a satisfactory rating including teacher certification (ie. National Teacher Exam or Guam Certification).</p> <p>OR</p> <p>Maintains state or national licensure or certification.</p> <p>3. Receives certification related to the field not required for a satisfactory rating including teacher certification such as MBTI / Strong Interest Inventory in line with the department strategic plan and as approved by the Dean (Request for use of this element must receive prior approval by the Faculty Job Specifications / Evaluation Committee, as submitted to their respective Dean by the first duty day of October.)</p> <p>OR</p>	<p>2. Receives state or national license or certification related to the field not required for a satisfactory rating including teacher certification (ie. National Teacher Exam or Guam Certification).</p> <p>OR</p> <p>Maintains state or national licensure or certification.</p> <p>3. Receives certification related to the field not required for a satisfactory rating including teacher certification such as MBTI / Strong Interest Inventory in line with the department strategic plan or as approved by the Dean (Request for use of this element must receive prior approval by the Faculty Job Specifications / Evaluation Committee, as submitted to their respective Dean by the first duty day of October.)</p> <p>OR</p>	<p>2. Receives state or national license or certification related to the field not required for a satisfactory rating including teacher certification (ie. National Teacher Exam or Guam Certification).</p> <p>OR</p> <p>Maintains state or national licensure or certification.</p> <p>3. Receives certification related to the field not required for a satisfactory rating including teacher certification such as MBTI / Strong Interest Inventory in line with the department strategic plan or as approved by the Dean (Request for use of this element must receive prior approval by the Faculty Job Specifications / Evaluation Committee, as submitted to their respective Dean by the first duty day of October.)</p> <p>OR</p>		
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	Maintains certification related to field. 4. Publishes one article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean). (Two of these items may be counted, provided they are identifiably different)	Maintains certification related to field. 4. Publishes one article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).	Maintains certification related to field. 4. Publishes one article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).		
Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Direct Services (not less than 20% in this area in 5% increments) 2.1 Providing direct service to enhance student success 2.2 Grading, returning, and submitting papers in a timely manner (work experience)	In addition to meeting the criteria for Satisfactory, the non-instructional faculty does three of the following: 1. Facilitates research to determine community needs to effectuate program services. 2. Identifies gaps in services and coordinates to develop an improvement plan. 3. Develops and implement a plan to expand the range of services designed to enhance success.	In addition to meeting the criteria for Satisfactory, the non-instructional faculty does two of the following: 1. Facilitates research to determine community needs to effectuate program services. 2. Identifies gaps in services and coordinates to develop an improvement plan. 3. Develops and implements a plan to expand the range of services designed to enhance success.	In addition to meeting the criteria for Satisfactory, the non-instructional faculty does one of the following: 1. Facilitates research to determine community needs to effectuate program services. 2. Identifies gaps in services and coordinates to develop an improvement plan. 3. Develops and implement a plan to expand the range of services designed to enhance success.	Non-instructional faculty must meet the following criteria: 1. + Provides direct services to stakeholders as identified in the work responsibilities (as stated in Agreement). 2. Demonstrates outreach efforts to support student development.	Non-instructional faculty did not reasonably meet the specified criteria for Satisfactory in the following areas:

coordinators) 2.3 Maintaining appropriate supplies, equipment, materials, and tools for program purposes	4. Develops innovative tools/materials and/or resources to enhance program services or activities.	4. Develops innovative tools/materials and/or resources to enhance program services or activities.	4. Develops innovative tools/materials and/or resources to enhance program services or activities.	3. Identifies referral sources and makes suitable referrals as needed. 4. Submits grades in accordance with the Academic Calendar (Work Experience Coordinators). 5. Administers resources and various tools for program services and activities.	
Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Program Design/Delivery and Management (not less than 20% in this area in 5% increments)	In addition to meeting the criteria for Satisfactory, the non-instructional faculty does three of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources.	In addition to meeting the criteria for Satisfactory, the non-instructional faculty does two of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources.	In addition to meeting the criteria for Satisfactory, the non-instructional faculty does one of the following: 1. Assists in creating and developing a new program or service that reflect current practices and use of appropriate resources.	Program materials show that the non-instructional faculty does all of the following as needed: 1. + Manages and maintains existing	Non-instructional faculty did not reasonably meet the specified criteria for Satisfactory in the following areas

<p>Design/Delivery</p> <p>3.1 Developing new program services and activities</p> <p>3.2 Designing effective program tools</p> <p>3.3 Evaluating program outcomes</p> <p>3.4 Selecting resources</p> <p>3.5 Involvement in institutional assessment</p> <p>Management</p> <p>3.6 Managing activities for program purposes</p>	<p>2. Creates an alternative service delivery method via the internet.</p> <p>3. Develops and/or creates promotional materials or other educational materials.</p> <p>4. Contributes to the design of the GCC state level planning documents and/or activities.</p> <p>5. Coordinates schedules and conducts two informational sessions and/or presentations for classroom, conferences/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 of the combination of two requirements and four sessions/presentations may be used to satisfy the criteria for this performance level).</p> <p>6. Researches, develops, and submits application for funding from additional sources.</p>	<p>2. Creates an alternative service delivery method via the internet.</p> <p>3. Develops and/or creates promotional materials or other educational materials.</p> <p>4. Contributes to the design of the GCC state-level planning documents and/or activities.</p> <p>5. Coordinates, schedules, and conducts two informational sessions and/or presentations for classroom, conferences/work-shops 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 of the combination of two requirements and four sessions/presentations may be used to satisfy the criteria for this performance level.)</p> <p>6. Researches, develops, and submits application for funding from additional sources.</p>	<p>2. Creates an alternative service delivery method via the internet.</p> <p>3. Develops and/or creation of promotional materials or other educational materials.</p> <p>4. Contributes to the design of the GCC state level planning documents and/or activities.</p> <p>5. Coordinates, schedules, and conduct two informational sessions and/or presentations for classroom, conference/workshops or community forums, etc., in keeping with the needs of the College.</p> <p>6. Researches, develops, and submits application for funding from additional sources.</p> <p>7. 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)</p> <p>8. Demonstrates exceptional volunteer</p>	<p>program services and activities to ensure they reflect current practices and use of appropriate resources.</p> <p>2. + Collaborates with internal and external stakeholders to address program development.</p> <p>3. Maintains accurate records to document stakeholder services.</p> <p>4. Provides evidence of use of multiple student assessment strategies.</p>	
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	<p>7. 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)</p> <p>8. Demonstrates exceptional volunteer efforts for departmental/program need during the academic year (Use of this item requires prior approval from the Dean.)</p>	<p>7. 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)</p> <p>8. Demonstrates exceptional volunteer efforts for departmental/program needs during the academic year (Use of this item requires prior approval from the Dean.)</p>	<p>efforts for departmental /program need during the academic year (Use of this item requires prior approval from the Dean.)</p>		
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#As relative to the position in a non-DC role. +Individual Annual Plan is required to address goals for content expertise, service delivery, direct services and program design and management. Reference Appendix A – 1 for the “Nature of Work for Non-Instructional Faculty”

Element	Superb 5	Satisfactory 2	Improvement Needed (0)
Institutional Assessment (not less than 20% in this area in 5% increments) 4.1 Engaging in institutional assessment 4.2 Participating in program review as part of student learning assessment	1. Complete assigned tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle schedule	1. Complete assigned tasks for each semester for program and/or course assessment, as specified in the assessment compliance matrix for the academic year (released in the spring)	Did not complete the Fall and Spring semester tasks.