

ALL FACULTY: SECTIONS 2 - 7

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

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Recruiting 1.1 Recruiting students through various activities. Academic Advisement and Retention 2.1 Advises students 2.2 Participates in student registration and orientation 2.3 Makes student referrals to support services 2.4 Facilitates student progress toward program completion Transition 3.1 Assists students' placement in jobs 3.2 Assists students' transfer to a four-year institution	In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does three of the following: 1. Participates in one or more promotions of the GCC programs and recruitment of students 2. Co-develops students' individual educational plan for transfer toward program completion or declaration 3. Takes an active (initial and follow up) role in job placement by linking the student to employer 4. Creates a local employment directory of occupations for program majors 5. Co-develops students' individual educational plan for transfer and secures enrollment to a four-year institution 6. Participates in an institution recognized student mentoring program such as Project AIM.	In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does two of the following: 1. Participates in one or more promotions of GCC programs and recruitment of students 2. Co-develop students' individual educational plan toward program completion or declaration 3. Takes an active (initial and follow up) role in job placement by linking the student to employer 4. Creates a local employment directory of occupations for program majors 5. Co-develops students' individual educational plan for transfer to a four-year institution 6. Participates in an institution recognized student mentoring program such as Project AIM.	In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does one of the following: 1. Participates in one or more additional promotions of the GCC programs and recruitment of students 2. Co-develop students' individual educational plan toward program completion or declaration 3. Takes an active (initial and follow up) role in job placement by linking the student to employer 4. Creates a local employment directory of occupations for program majors 5. Co-develops students' individual educational plan for transfer to a four-year institution 6. Participates in an institution recognized student mentoring program such as Project AIM.	Faculty member must meet the following criteria: 1. Participates in two promotions of the GCC programs and recruitment of students 2. Upon initial advisement, develops student's educational plan in accordance with the departmental strategic plan for curriculum (except school health counselors and librarians) 3. Participates in formal student academic advisement (except school health counselors and librarians) 4. Maintains office hours	Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas:

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

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

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Recruiting 1.1 Recruiting students through various activities. Academic Advisement and Retention 2.1 Advising students 2.2 Participating in student registration and orientation 2.3 Making student referrals to support services Transition 3.1 Assisting students' transfer to a postsecondary institution	In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does three of the following: 1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day 2. Participates in one GCC postsecondary recruitment outreach activity 3. Co-develops students' individual educational plan for transfer and secure enrollment to a postsecondary institution 4. Coordinates and actively participates in a significant recruitment event at the GCC campus 5. Participates in a site school recognized student mentoring program.	In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does two of the following: 1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day 3 Participates in one GCC postsecondary recruitment outreach activity 4 Co-develops students' individual educational plan for transfer to a postsecondary institution 5 Coordinates and actively participates in a significant recruitment event at the GCC campus 6 Participates in a site school recognized student mentoring program.	In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does one of the following: 1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day 2. Co-develop students' individual educational plan for transfer to a postsecondary institution 3. Coordinates and actively participates in a significant recruitment event at the GCC campus 4. Participates in a site school recognized student mentoring program.	Faculty member must meet the following criteria: 1. Participates in two promotions of the GCC programs and recruitment of students such as express registration and open campus day 2. Participates in student academic advisement	Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas:

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

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

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
<p>2.3 Holding office in professional organizations, except for an office that is compensated as defined in the BOT/GFT Agreement.</p> <p>Peer Mentoring</p> <p>3.1 Serving as a peer mentor/mentee.</p>	<p>additional discipline, technology, or education area professional development activity (minimum of two full days) (In this area each activity will equal one of the combination and three activities may be used to satisfy the requirement for the three.)</p> <p>5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor)</p> <p>6. Holds an office/position in a professional organization</p>	<p>additional discipline, technology, or education area professional development activity (minimum of two full days).</p> <p>4. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor)</p> <p>5. Holds an office/position in a professional organization</p>			

CEU's are recognized as defined in the faculty job specifications

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

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Institutional Contributions or efforts 1.1 Collecting, analyzing and reviewing information for institutional data reports and documents (e.g. ISMP, college related research, promotions) 1.2 Writing reports 1.3 Developing new programs and services Presentations/Publications 2.1 Publishing articles, books, and reviews 2.2 Making presentations at local, regional, and national conferences 2.3 Developing web sites Grant Activities/Research 3.1 Conducting research projects 3.2 Writing and obtaining grants	Faculty member must meet the following criteria: 1. Publishes book in his or her discipline or educational field or: 2. Completes terminal degree in discipline or Education or: 3. Publishes two articles for refereed publication (external source) OR: Completes 4 of the following: 4. Publishes one article for refereed publication (external source) 5. Presents at a	Faculty member must meet 3 of the following criteria: 1. Publishes an article for a refereed publication (external source) OR: Completes 3 of the following: 2. Presents at a regional, national or international conference (Multiple conferences may be used to satisfy the requirements for the three, provided they are identifiably different) 3. Creates and maintains a discipline specific, scholarly website + 4. Completes	Faculty member must meet 2 of the following criteria: 1. Publishes non-refereed article (Multiple articles may be used to satisfy the requirements for the two, provided they are identifiably different) (external source) 2. Submits an article for refereed publication 3. Presents at a local, regional, national or international conference (two conferences may be used to satisfy the requirements for the two, provided they are identifiably different) 4. Creates and maintains a discipline specific, scholarly website + 5. Completes formal	Faculty member must meet 1 of the following criteria: 1. Publishes non-refereed article (external source) 2. Gives a public presentation in his/her discipline beyond those required by job or PDRC (public lecture, community forum, etc.) 3. Creates and maintains a discipline specific, scholarly website + 4. Completes formal research project 5. Receives national, international, regional, state, or local award 6. Develops a new professional development course through continuing education	Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas:

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Professional Recognition 4.1 Receiving awards and honors 4.2 Completing an advanced degree	regional, national or international conference (Multiple conferences may be used to satisfy the requirements for the four, provided they are identifiably different) 6. Creates and maintains a discipline specific, scholarly website + 7. Completes formal research project resulting in publication 8. Receives national, regional, state, or local award 9. Receives and manages grants or program agreements 10. Develops 4 new professional development courses through continuing education	formal research project 5. Receives national, regional, state, or local award 6. Receives and manages awarded grants or program agreements 7. Develops 3 new professional development courses through continuing education	research project 6. Receives national, international, regional, state, or local award 7. Applies for grants or program agreements 8. Develops 2 new professional development courses through continuing education		

+ Waiver liability for scholarly website must be obtained from the Academic Vice President (in line with academic freedom)

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

Faculty that choose committee work as part of their workload shall not have less than 10% for this section and reduce Section 1 by 5%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Committee Participation 1.1. Serving on institutional committees 1.2. Serving on Faculty Senate or College Governing Council Special Activities 2.1 Sponsoring campus events 2.2 Bringing speakers to campus 2.3 Updating and maintaining institution's online information 2.4 Recruiting students through various activities (Enrollment Coordinator, Librarians and School Health Counselors) Department Activity 3.1 Participating in department meetings	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty attends commencement in regalia and does three or more of the following: 1. Serves on any one of the following: Faculty Senate President, Chair of CCA, LOC, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4. 2. Serves on a second institutional committee or serves on Faculty Senate (for all faculty that a committee is not part of their full time workload.) 3. Serves on a second institutional committee (for all	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty attends commencement in regalia and does two or more of the following: 1. Serves on any one of the following: Faculty Senate President, Chair of CCA, LOC, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4. 2. Serves on a second institutional committee or Faculty Senate (for all faculty that a committee is not part of their full time workload.) 3. Serves on a second institutional committee (for all instructional postsecondary faculty who choose to have committee	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one or more of the following: 1. Serves on 1 institutional committee (Article VII, Participatory Governance or serves on Faculty Senate) (for all instructional postsecondary faculty who choose to have committee work as part of their full time workload) 2. Serves on a second institutional committee (for all instructional postsecondary faculty who choose to have committee work as part of their workload per Article XVIII, B4, a2) 3. Assists with special	Faculty member must meet the following criteria: 1. Serves on 1 institutional committee (Article VII, Participatory Governance or serves on Faculty Senate) (for all instructional postsecondary faculty who choose to have committee work as part of their workload per Article XVIII, B4, a2) 2. Participates in department meetings 3. Serves as an advisor to a student organization (for professorial ranks)* 4. Attends Convocation 5. Attends faculty meetings	Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas:

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Student Involvement 4.1 Serving as an advisor to a student organization 4.2 Serving as a sponsor for student activities Grant Activities/Research 4.3 Conducting research projects 4.4 Writing and obtaining grants Note – Items in this section may be applied to the GCC campus and/or the assigned worksite.	instructional postsecondary faculty who choose to have committee work as part of their workload per Article XVIII, B4, a2) 4. Chairs special program, project, contest, task force, or similar activities 5. Chairs or co-chairs a significant campus event 6. Holds responsibility for maintaining special facilities 7. Serves as an advisor for a student activity 8. Serves as an advisor to a student organization (for non-professorial ranks) 9. + Creates and maintains a department/program institutional webpage on MyGCC (for instructional	work as part of their workload per Article XVIII, B4, a2) 4. As a member assists with a special program, project, contest, task force, or similar activities 5. Chair or co-chairs a significant campus event 6. Holds responsibility for maintaining special facilities 7. Serves as an advisor for a student activity 8. Serves as an advisor to a student organization (for non-professorial ranks) 9. + Creates and maintains a department/program institutional webpage on MyGCC (for instructional faculty only) 10. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during the academic year. 11. Receives and	program, project, contest, task force, or similar activities 4. Participates and assists in a significant campus event 5. Holds responsibility for maintaining special facilities 6. Serves as an advisor for a student activity 7. Participates in commencement ceremony in regalia 8. Serves as an advisor to a student organization (for non-professorial ranks) 9. + Creates and maintains a department/program institutional webpage on MyGCC (for instructional faculty only) 10. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during the	scheduled by the College President, Academic Vice President, or Faculty Senate President (as applicable), not to include 6. 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. 7. Participates in two promotions of the GCC programs and recruitment of students (Academic Advisor, Librarians and School Health Counselors)	

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
	faculty only) 10. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during the academic year. 11. Receives and manages grant or program agreement	manages grant or program agreement	academic year. 11. Applies for a grant or program agreement		

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

For secondary faculty members: Committee membership and participation at a secondary site will be credited in ways parallel to participation on GCC institutional committees, as outlined in the Agreement. Examples include committees addressing secondary accreditation, safety, and school leadership.

+ Must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing

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

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

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
	and other events designed to meet the needs of special segments of the community (multiples of this item may be counted, provided they are identifiably different in content and activities). 8. Serves on boards or commissions	and other events designed to meet the needs of special segments of the community (multiples of this item may be counted, provided they are identifiably different in content and activities). 8. Serves on boards or commissions	of the community (multiples of this item may be counted, provided they are identifiably different in content and activities). 8. Serves on boards or commissions	other events designed to meet the needs of special segments of the community. 8. Serves on boards or commissions	

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

Section 7: Professional Standards (10%)

Element	Superb (5)	Satisfactory (3)	Improvement Needed (0)
			Faculty member does not meet the skills to be satisfactory in the following areas:
1.0 Compliance with Work Rules and Regulations as applicable to one's specific duties and responsibilities. (40%)	<ol style="list-style-type: none"> 1. Is absent and tardy only in case of verified emergency. 2. Shows exceptional observance of safety rules. 3. Does exceptional job of housekeeping. 4. Reports areas of improvement for established and approved procedures. 5. Does an exceptional job in communicating in a timely manner with Administration and Department Chairs. 	<ol style="list-style-type: none"> 1. Is occasionally absent and tardy though excused. 2. Consistently observes safety and security rules. 3. Maintains a professional environment in office and classroom areas. 4. Follows established and approved procedures. 5. Responds in a timely manner to communications from Administration and Department Chairs. 	
2.0 Adaptability (10%)	<ol style="list-style-type: none"> 1. Makes excellent judgments on everyday issues. 2. Identifies and analyzes problems and is proactive towards finding a solution. 3. Able to maintain high performance standards in the face of changing situations (For Example: Natural disasters, classroom changes, school moves, etc.) 	<ol style="list-style-type: none"> 1. Makes appropriate judgments / decisions on everyday things. 2. Generally recognizes a problem exists and is helpful towards finding a solution for it. 3. Able to deal with changing situations (For Example: Natural disasters, classroom changes, school moves, etc.) 	

3.0 Communicative Skills (20%)	<ol style="list-style-type: none"> 1. Demonstrates excellent verbal and written communication skills. 2. Consistently and clearly expresses thoughts and feelings and conveys them in a focused and concrete manner. 	<ol style="list-style-type: none"> 1. Demonstrates adequate verbal and written communication skills. 2. Is generally concise and clear in expressing thoughts and feelings and conveys them in a focused and concrete manner. 	
4.0 Interpersonal Relations (30%)	<ol style="list-style-type: none"> 1. Recognizes conflicts that arise and acts to bring resolution to them. 2. Respects other people and speaks about them in constructive and positive terms, and openly acknowledges their contributions. 3. Maintains a professional, respectful and courteous relationship with other employees, supervisors and other administrators and officials of the College, which is helpful, friendly, cooperative, and free from resentment, hostility, and conflict. 	<ol style="list-style-type: none"> 1. Is helpful in preventing and resolving conflicts. 2. Demonstrates willingness to receive constructive criticism and modify performance accordingly. 3. Interacts with the public, clients of services, and students of the college in a friendly and cooperative manner. 	