

## INSTRUCTIONAL FACULTY-SECONDARY

### ISMP GOAL 1: RETENTION AND COMPLETION (80%)

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
<b>Content Expertise</b> (5%)	Faculty member must meet the following criteria:	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does the following:	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does the following:	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does the following:
	<ol style="list-style-type: none"> <li>1. Maintains current information in the field.</li> <li>2. Maintains certification or licensure as a requirement of the position.</li> </ol>	Receives or maintains an additional license or certification 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 two (2) licenses or 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) licenses or certifications related to the field not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Instructional Delivery</b> (40%)	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 <i>Satisfactory</i> , 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 <i>Satisfactory</i> , 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 <i>Satisfactory</i> , 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.	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. Shows respect for students.			
	3. Includes a range of activities appropriate to the course.			
	4. Effectively paces activities.	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.
	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.	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.
	7. Maintains adequate control of the classroom environment and			
		4. Appears to have built a strong	4. Appears to have built a	4. Appears to have built a

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	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 syllabus 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 syllabus to professional standards, student learning outcomes, and course goals.	classroom environment of collegiality and respect.	strong classroom environment of collegiality and respect.	strong classroom environment of collegiality and respect.
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Course Management</b> (20%)	Faculty member must meet the following criteria:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does two (2) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does three (3) of the following:
	1. Provides the students with a course syllabus.	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. Maintains approved class meeting times, duration, and location.	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. Makes every effort to return graded tests within one week.	3. Directs/coaches competitive teams and/or publicly showcases student mastery of SLOs to an external audience.	3. Directs/coaches competitive teams and/or publicly showcases student mastery of SLOs to an external audience.	3. Directs/coaches competitive teams and/or publicly showcases student mastery of SLOs to an external audience.
	4. When requested or required, provide an individual student intra-term progress report in a timely manner.	4. Identifies web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and FERPA guidelines).	4. Incorporates web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and 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 FERPA guidelines).
	5. Submits grades in accordance with the GDOE Academic Calendar.			
	6. Secondary faculty shall provide progress reports, quarter grades, and semester grades, for each secondary class, as well as emergency			

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	lesson plans as needed. 7. Maintains accurate records to document student performance. 8. Maintains accurate records to document student attendance. 9. Maintains inventory of equipment as applicable. 10. Follows course guides including prescribed resources.	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 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 new courses using the approved procedures for textbook selection.
		8. With written approval from the AVP, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the AVP, develops an online course consistent with institutional and FERPA guidelines.	8. With written approval from the AVP, develops an online course consistent with institutional and FERPA guidelines.
	NEEDS IMPROVEMENT ○			
<b>Institutional Assessment</b> (20%)	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 <i>Satisfactory</i> , 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 ○			
<b>Enrollment Management</b> (5%)	Faculty member must meet the following criteria:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , 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 <i>Satisfactory</i> , 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	1. Advises and guides students using the personal plan of	1. Advises and guides students using the personal plan of

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		for transfer to a postsecondary institution.	study for transfer to a postsecondary institution.	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 ○			
<b>Professional Development/Scholarly Activity/Creative Endeavors</b> (5-10%) (CEUs are recognized as defined in the faculty job specifications)	Faculty member must meet the following criteria:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does the following:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does the following:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does the following:
	1. For non-degreed faculty, completes a three credit course necessary for promotion or advancement.	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.
	2. For degreed faculty, participates in one 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 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 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 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 of the combination and three (3) activities may be used to satisfy the requirement for the three (3).

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		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.
		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 terminal 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 Academic Vice President (in line with academic freedom).	7. Publishes two articles for refereed publication (external source).
		8. Creates and maintains a discipline specific, scholarly website. Waiver liability for website must be obtained from the Academic Vice President (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 Academic Vice President (in line with

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
				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 ○			
<b>Institutional Involvement</b> (0-5%)	Faculty member must meet the following criteria:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) or more of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does two (2) or more of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , 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 area may compensate for minimal or no effort in another. Faculty member and evaluator will agree on appropriate combination of activities.	1. Serves on one (1) institutional committee (Article VII, Participatory Governance or serves on Faculty Senate) or Faculty Senate, LOC, General Education, Promotions, or PDRC.	1. Serves on one (1) institutional committee (Article VII, Participatory Governance or serves on Faculty Senate) or Faculty Senate, LOC, General Education, Promotions, or PDRC.	1. Serves in a leadership role on any of the following: Faculty Senate, LOC, General Education, Promotions, or PDRC (except for associate professor and professor rank).
		2. Participates and assists in a significant institutional event.	2. As a member, assists with a special program, project, contest, taskforce, or similar activities.	2. Chairs special program, project, contest, taskforce, or similar activities.
		3. Serves as an advisor for a student activity.	3. Chairs or co-chairs a significant institutional event.	3. Chairs or co-chairs a significant institutional event.
		4. For non-professorial ranks, serves	4. Serves as an advisor for a	4. Serves as an advisor for a

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		as an advisor to a student organization.	student activity.	student activity.
		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.	5. For non-professorial ranks, serves as an advisor to a student organization.
		6. Applies for a grant or program agreement.	6. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	6. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
			7. Receives and/or manages grant or program agreement.	7. Receives and/or manages grant or program agreement.
	NEEDS IMPROVEMENT ○			

**ISMP GOAL 2: CONDUCTIVE LEARNING ENVIRONMENT (5-10%)**

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
<b>Professional Standards</b> (100%)	Faculty member must meet the following criteria:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) or more of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , 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 <i>Satisfactory</i> , 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.
	<b>NEEDS IMPROVEMENT</b> ○			



**ISMP GOAL 3: IMPROVEMENT AND ACCOUNTABILITY (5-10%)**

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
<b>Institutional Involvement</b> (100%)	Faculty member must meet the following criteria:	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty must meet one (1) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , 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 <i>Satisfactory</i> , the faculty must meet three (3) or more 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.	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	2. Attends faculty meetings scheduled by the College President, Academic Vice President, 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.			
<b>NEEDS IMPROVEMENT</b> ○				

**ISMP GOAL 4: VISIBILITY AND ENGAGEMENT (5-10%)**

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
<b>Collaboration and Outreach.</b> (100%)	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.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.	1. Collaborates with teachers and other stakeholders in schools.
	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.	2. Consults with external entities and/or professionals.
	3. Judges contest in area of expertise or as it relates to the institution.	3. Judges contest in area of expertise or as it relates to the institution.	3. Judges contest in area of expertise or as it relates to the institution.	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.	4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	4. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of special segments of the community.	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.	5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission.	5. Voluntarily be involved in community service in his/her area of expertise or as it relates to the institutional mission.	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.	6. Makes significant professional contributions in community service which are relevant to the mission of the College.	6. Makes significant professional contributions in community service which are relevant to the mission of the College.	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.	7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.
<b>NEEDS IMPROVEMENT</b> ○				