

## NON-INSTRUCTIONAL FACULTY

### ISMP GOAL 1: RETENTION AND COMPLETION (70%)

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 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. Maintains current information in the field. 2. Maintains certification or licensure as a requirement of the position.	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 license or certification related to the field not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	4. Receives license or certification related to the field not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.	4. Receives license or certification related to the field not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.
		5. Maintains state or national licensure or certification.	5. Maintains state or national licensure or certification.	5. Maintains state or national licensure or certification.
		6. 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.	6. 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.	6. 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.
		7. Maintains certification related to field.	7. Maintains certification related to field.	7. Maintains certification related to field.
		8. Publishes one article in discipline (internal publication in line with the department's	8. Publishes one article in discipline (internal publication in line with the department's	8. Publishes one article in discipline (internal publication in line with the department's

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		strategic plan or as approved by the Dean).	strategic plan or as approved by the Dean).	strategic plan or as approved by the Dean).
	NEEDS IMPROVEMENT ○			
<b>Direct Services</b> (35%)	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 direct services to stakeholders as identified in the work responsibilities as stated in the Agreement. (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".)	1. Facilitates research to determine community needs to effectuate program services.	1. Facilitates research to determine community needs to effectuate program services.	1. Facilitates research to determine community needs to effectuate program services.
	2. Demonstrates outreach efforts to support student development.	2. Identifies gaps in services and coordinates to develop an improvement plan.	2. Identifies gaps in services and coordinates to develop an improvement plan.	2. Identifies gaps in services and coordinates to develop an improvement plan.
	3. Identifies referral sources and makes suitable referrals as needed.	3. Develops and implements a plan to expand the range of services designed to enhance student success.	3. Develops and implements a plan to expand the range of services designed to enhance student success.	3. Develops and implements a plan to expand the range of services designed to enhance student success.
	4. Submits grades in accordance with the GDOE Academic Calendar (Work Experience Coordinators only).	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.
	5. Administers resources and various tools for program services and activities.			
	NEEDS IMPROVEMENT ○			
<b>Program Design/ Delivery and Management</b> (30%)	Program materials show that the faculty does all of the following as needed:	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. Manages and maintains existing program services and activities to ensure they reflect	1. Assists in creating and developing a new program or service that reflects current	1. Assists in creating and developing a new program or service that reflects current	1. Assists in creating and developing a new program or service that reflects current

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	<p>current practices and use of appropriate resources. (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”.)</p> <p>2. Collaborates with internal and external stakeholders to address program development. (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”.)</p> <p>3. Maintains accurate records to document stakeholder services.</p> <p>4. Provides evidence of use of multiple student assessment strategies.</p>	practices and use of appropriate resources.	practices and use of appropriate resources.	practices and use of appropriate resources.
		2. Creates an alternative service delivery method via the internet.	2. Creates an alternative service delivery method via the internet.	2. Creates an alternative service delivery method via the internet.
		3. Develops and/or creates promotional materials or other educational materials.	3. Develops and/or creates promotional materials or other educational materials.	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.	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 of the combinations of two requirements and four (4) sessions/presentations may be used to satisfy the criteria for this performance level.	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 of the combinations of two requirements and six (6) sessions/presentations may 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	7. Demonstrates volunteer efforts for departmental/program need	7. Demonstrates volunteer efforts for departmental/program need

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		during the academic year (use of this item requires prior approval from the Dean).	during the academic year (use of this item requires prior approval from the Dean).	during the academic year (use of this item requires prior approval from the Dean).
	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>Professional Development/Scholarly Activity/Creative Endeavors</b> (5%) (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,	2. Develops strategies from discipline, technology, or	2. Implements strategies from discipline, technology, or

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		technology, or education area professional development activity.	education area professional development activity.	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).
		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.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		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 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 (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. For all postsecondary faculty who choose to have committee work as part of their workload per Article XVIII and Article XX, serves on one (1) institutional committee (Article VII, Participatory Governance or serves on Faculty Senate.	1. For all faculty that a committee is not part of their full time workload, serves on one (1) institutional committee (Article VII, Participatory Governance or serves on Faculty Senate.	1. For all faculty that a committee is not part of their full time workload, serves on one (1) institutional committee (Article VII, Participatory Governance or serves on Faculty Senate.	1. For all faculty that a committee is not part of their full time workload, serves on one (1) institutional committee (Article VII, Participatory Governance or serves on Faculty Senate.
	2. Serves as an advisor to a student organization (for	2. For all postsecondary faculty who choose to have committee work as part of their workload per Article XVIII and Article	2. For all faculty that a committee is not part of their full time workload, serves on a second institutional committee or	2. For all faculty that a committee is not part of their full time workload, serves on a second institutional committee or

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	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.	XX, serves on a second institutional committee.	Faculty Senate.	Faculty Senate.
		3. Participates and assists in a significant institutional event.	3. Serves in a leadership role on any of the following: Faculty Senate President or Chair of the following: CCA, LOC, General Education, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4.	3. Serves in a leadership role on any of the following: Faculty Senate President or Chair of the following: CCA, LOC, General Education, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4 (except for associate professor and professor rank).
		4. Serves as an advisor for a student activity.	4. For all postsecondary faculty who choose to have committee work as part of their workload per Article XVIII and Article XX), serves on a second institutional committee.	4. For all postsecondary faculty who choose to have committee work as part of their workload per Article XVIII and Article XX), serves on a second institutional committee.
		5. For non-professorial ranks, serves as an advisor to a student organization.	5. As a member assists with a special program, project, contest, taskforce, or similar activities.	5. Chairs special program, project, contest, taskforce, or similar activities.
		6. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	6. Chairs or co-chairs a significant institutional event.	6. Chairs or co-chairs a significant institutional event.
		7. Applies for a grant or program agreement.	7. Serves as an advisor for a student activity.	7. Serves as an advisor for a student activity.
			8. For non-professorial ranks, serves as an advisor to a student organization.	8. For non-professorial ranks, serves as an advisor to a student organization.
			9. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	9. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
			10. Receives and/or manages grant or program agreement.	10. 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>Program Design/Delivery and Management</b> (20%)	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.)
	Contributes to the GCC state-level planning, design, and/or activities, as applicable to the position.	Contributes to the GCC state-level planning, design, and/or activities, as applicable to the position.	Contributes to the GCC state-level planning, design, and/or activities, as applicable to the position.	Contributes to the GCC state-level planning, design, and/or activities, as applicable to the position.
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Institutional Involvement</b> (80%)	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	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).	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).	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).

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	GCC Faculty Union/BOT Agreement.			
	NEEDS IMPROVEMENT ○			

**ISMP GOAL 4: VISIBILITY AND ENGAGEMENT (10-15%)**

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> ○				