

## DEPARTMENT CHAIRPERSON

### ISMP GOAL 1: RETENTION AND COMPLETION (40-45%)

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>Leadership</b> (35%)	D.C. must meet all of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does the following:
	1. Provides support for students with resolving problems, when required.	1. Develops an ongoing mentorship program for the department.	1. Develops an ongoing mentorship program for the department.	1. Conducts a departmental convocation for students.
	2. Develops a departmental 3-year strategic plan in the approved template/format.	2. Adopts a departmental 3-year strategic plan in the approved template/format.	2. Implements a departmental 3-year strategic plan in the approved template/format.	2. Successfully maintains and updates a departmental 3-year strategic plan in the approved template/format.
	3. Periodically visits and observes all department faculty and provides mentorship if necessary.	3. Integrates the institutional mentorship program within the department.	3. Integrates the institutional mentorship program within the department.	D.C. must also perform one (1) of the following:
	4. Demonstrates volunteer efforts for departmental improvement.	4. Demonstrates volunteer efforts for departmental improvement.	4. Demonstrates volunteer efforts for departmental improvement.	1. Integrates the institutional mentorship program within the department.
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Administrative Duties</b> (0-10%)	D.C. must meet the following:			In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does the following:
	Recruits, recommends for hire, orients, mentors, and observes adjunct instructors and provides written feedback to the assigned Dean/Associate Dean as applicable.			Observes all adjunct faculty at least once per semester and provides written feedback to the assigned Dean/Associate Dean as applicable.
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Curriculum &amp; Program Assessment</b> (35%)	D.C. must meet the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) of the following:

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	Provides leadership in organizing and proposing curriculum development and programs as appropriate, for the department, and in coordinating presentation of revisions and/or new programs to the Learning Outcomes Committee, if applicable.	1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.	1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.	1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.
		2. 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.	2. 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.	2. 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.
		3. Maintains licensure or certification.	3. Maintains licensure or certification.	3. Maintains licensure or certification.
		4. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings.	4. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings.	4. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings.
		5. Implements general education recommendations from an advisory committee.	5. Implements general education recommendations from an advisory committee.	5. Implements general education recommendations from an advisory committee.
		6. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	6. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	6. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.
		7. Provides leadership with department members to create alternative course/service delivery methods.	7. Provides leadership with department members to create alternative course/service delivery methods.	7. Provides leadership with department members to create alternative course/service delivery methods.
		8. Develops new courses through continuing	8. Develops new courses through continuing	8. Develops new courses through continuing

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		education.	education.	education.
		9. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.	9. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.	9. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.
	NEEDS IMPROVEMENT ○			
<b>Professional Development/ Scholarly Activity/ Creative Endeavors (5-15%)</b> (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. 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 Non-Degreed Faculty: Completes one (1) credited course in addition to the course required for satisfactory necessary for advancement in rank.	For Non-Degreed Faculty: Completes two (2) credited courses required in addition to the course necessary for advancement in rank.	For Non-Degreed Faculty: Completes degree in educational area; Or, Completes three (3) credited courses in addition to the course necessary for advancement in rank.
		For Degreed Faculty: Completes one (1) of the following:	For Degreed Faculty: Completes two (2) of the following:	For Degreed Faculty: Completes three (3) of the following:
		1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.	1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. In this area, each course will equal one 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

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
				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	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
		academic freedom).		
		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 (0-15%)	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. Serves in a leadership role on any of the following: Faculty Senate President or Chair of: CCA, LOC, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4.	1. Serves in a leadership role on any of the following: Faculty Senate President or Chair of: CCA, LOC, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4 (except for associate professor and professor rank).
		2. For all postsecondary	2. For all faculty that a	2. For all faculty that a

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	2. 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.	faculty who choose to have committee work as part of their workload per Article XVIII and Article XX, serves on a second institutional committee.	committee is not part of their full time workload, serves on a second institutional committee or Faculty Senate.	committee is not part of their full time workload, serves on a second institutional committee or serves on Faculty Senate.
		3. Participates and assists in a significant institutional event.	3. 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.	3. 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. Serves as an advisor for a student activity.	4. As a member assists with a special program, project, contest, taskforce, or similar activities.	4. Chairs special program, project, contest, taskforce, or similar activities.
		5. For non-professorial ranks, serves as an advisor to a student organization.	5. Chairs or co-chairs a significant institutional event.	5. Chairs or co-chairs a significant institutional event.
		6. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	6. Serves as an advisor for a student activity.	6. Serves as an advisor for a student activity.
		7. Applies for a grant or program agreement.	7. For non-professorial ranks, serves as an advisor to a student organization.	7. For non-professorial ranks, serves as an advisor to a student organization.
			8. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	8. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
			9. Receives and/or manages grant or program agreement.	9. Receives and/or manages grant or program agreement.
		<b>NEEDS IMPROVEMENT</b> ○		

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

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>Leadership</b> (85%)	D.C. must meet all of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) or more of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
	1. Collegially and effectively schedules classes / department functions. 2. Be available on campus for consultation and assistance as per the individual's semester schedule.	Demonstrates volunteer efforts for departmental improvement.	Demonstrates volunteer efforts for departmental improvement.	Demonstrates volunteer efforts for departmental improvement.
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Professional Standards</b> (15%)	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.).	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. Is helpful in preventing and resolving conflicts.	2. Holds responsibility for maintaining special facilities.	2. Holds responsibility for maintaining special facilities.	2. Holds responsibility for maintaining special facilities.
	3. Demonstrates willingness to receive constructive criticism and modify performance accordingly.	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. Interacts with the public,	4. Demonstrates volunteer efforts for departmental or institutional improvement	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.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	clients of services, and students of the College in a friendly and cooperative manner.	during the academic year.	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.
	NEEDS IMPROVEMENT ○			



**ISMP GOAL 3: IMPROVEMENT AND ACCOUNTABILITY (45-50%)**

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>Leadership</b> (25%)	D.C. must meet all of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) or more of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
	1. Facilitates department meetings and follows-up on matters of concern.	1. Takes a leadership role in the Council of Department Chairs.	1. Takes a leadership role in the Council of Department Chairs.	1. Takes a leadership role in the Council of Department Chairs.
	2. Collaborates with department members regarding department decisions.	2. Demonstrates volunteer efforts for departmental improvement.	2. Demonstrates volunteer efforts for departmental improvement.	2. Demonstrates volunteer efforts for departmental improvement.
	3. Moves issues forward to the Dean if they cannot be resolved at the department level. 4. Represents the department at College related activities where appropriate.			
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Administrative Duties</b> (35%)	D.C. must meet all of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does the following:	In addition to meeting the criteria for <i>Satisfactory</i> and <i>Strong</i> , D.C. does the following:	In addition to meeting the criteria for <i>Stellar</i> , D.C. does the following:
	1. Submits budget to the Dean in a timely manner.	1. Applies for a grant or program agreement.	1. Receives and/or manages grant or program agreement.	1. Receives and/or manages grant or program agreement.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	2. Communicates with administration and disseminates appropriate information to department members. 3. Submits required reports on time. 4. Advocates for an adequate department budget and monitors this budget annually. 5. Attends and participates in division and department chair meetings. 6. Coordinates the daily operation of the department including submittal of department requisitions for supplies, equipment, textbooks and maintenance. 7. Maintains a current inventory of departmental equipment and produces this inventory upon request.	2. Develops and submits application for other funding from additional sources.	2. Receives additional department funding sources.	2. Manages additional department funding sources.
	<b>NEEDS IMPROVEMENT</b> ○			
<b>Curriculum &amp; Program Assessment</b> (35%)	D.C. must meet all of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) or more of the following:	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) or more of the following: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
	1. Collects syllabi from faculty. Reviews and electronically submits syllabi to the Dean in the institution's approved format and timeline, if applicable.	Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.	Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.	1. Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	2. Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines. 3. Reviews the catalog to ensure consistency with programs and curriculum. 4. Facilitates and serves as a member of the appropriate Workforce Advisory Committee. (For CTE Department Chairs only)			2. 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.
<b>NEEDS IMPROVEMENT</b> ○				
<b>Institutional Involvement</b> (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 attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and does two (2) or more of the following: (Multiple items may be used to satisfy the requirements for the two (2), provided they are identifiably different.)	In addition to meeting the criteria for <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: (Multiple items may be used to satisfy the requirements for the three (3), provided they are identifiably different.)
	1. Participates in department meetings 2. Attends faculty meetings scheduled by the College President, Academic Vice President, or Faculty Senate President (as applicable), not to include Convocation.	Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
	<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:	Faculty member must choose three (3) or more of the following:	Faculty member must choose four (4) or more of the following:
	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> ○				