



## PROMOTIONS COMMITTEE SY 2015 – SY 2016

March 31, 2016

President Mary A. Y. Okada, Ed.D.  
Guam Community College  
P.O. Box 23069 GMF  
Barrigada, GU 96921

RE: 2015-2016 Promotions Committee Annual Report

Dear President Okada:

This Promotions Committee Annual Report is respectfully submitted on March 31, 2016 by the 2015-2016 Promotions Committee Members:

- |                                      |  |
|--------------------------------------|--|
| 1. Sandy R. Balbin, Chair            | Second year of a 2-year term                       |
| 2. Dr. Marsha Postrozny, Chair-Elect | First year of a 2-year term                        |
| 3. Norman Aguilar                    | First year of a 2-year term                        |
| 4. Doreen J. Blas                    | Second year of a 2-year term                       |
| 5. Jose U. Munoz                     | First year of a 2-year term (Faculty Replacement)  |
| 6. Anthony C. San Nicolas            | Faculty Replacement (Second year of a 2-year term) |

In compliance with the *2010-2016 GCC Faculty Union/GCC BOT Agreement*, the Committee is submitting its 2015-2016 Annual Report. This report includes:

1. Summary of the Committee's activities,
2. Evaluation of the Internal Operating Procedures and Code of Ethics, and
3. Recommendations for procedural change.

### **Summary of Activities:**

The Committee began the school year by finding two (2) faculty representatives to serve on the Promotions Committee to replace the position of a newly elected faculty member who resigned from the College and a former member who chose to resign from the Committee due to workload concerns. Both the Guam Community College Faculty Union President and Faculty Senate President were notified of the vacancies. A Special Election was held to replace the initial vacancy and an appointment was made for the second vacancy since the opponent of the election chose not to serve on the Committee.

In November, a member of the Promotions Committee submitted an e-mail with the intent to resign from the Promotions Committee for medical/personal reasons. Once again both the Guam

Community College Faculty Union President and Faculty Senate President were notified. Another Special Election was held to find a replacement. A new faculty member was elected, however, was informed later by the Faculty Senate President that the election was not sanctioned by the College and the Promotions Committee member would need to remain in the Committee due to workload obligations. Full membership participation was critical this year because one applicant was seeking Advancement-In-Rank for full Professor. The member remained with the Committee. The Promotions Committee met during the Christmas Break to discuss the process for the review and rating of the *Promotions Portfolios* and the Interview.

The Committee reviewed and discussed the *2010-2016 GCC Faculty Union/GCC BOT Agreement's Article VIII—Advancement in Rank* requirements and various timelines. The *2014-2015 Promotions Committee's Annual Report* was also examined and discussed in the development and revision of promotion documents to be disseminated to the faculty.

The Committee revised and updated the *Advancement-In-Rank Application Packet* and the *Promotion Portfolio* requirements. The *Instructions for Advancement-In-Rank* and a compilation of deadlines were revised to serve as a guideline for applicants.

During the Fall semester, the committee facilitated two (2) Advancement-in-Rank workshops held on October 2, 2015 and October 30, 2015. Promotion application packets were disseminated during the workshops but were also made available in electronic form through the MyGCC Promotions Site. These workshops focused on the promotion procedures and preparation of the portfolios. The Committee also emphasized to the applicants that the *Certificate of Eligibility* is only valid for the current year. The committee will hold its final promotions workshop in April for faculty interested in preparing for *Advancement-In-Rank* for SY2016-SY2017.

Pursuant to the *2010-2016 GCC Faculty Union/GCC BOT Agreement*, the committee complied with the various deadlines applicable to the promotions process. The Committee created, adopted, and implemented an evaluation rubric to rate the applicant's *Promotion Portfolio* and Interview. A copy of the current *Job Specs* was requested from the HR Office to ensure that all the members of the Promotions Committee were referring to the same document when reviewing the applicant's *Promotion Portfolio*.

The Committee also revised the Interview questions to align with the College's *2014-2020 Institutional Strategic Master Plan (ISMP)* and to streamline the quality of questions to improve the Interview process. The questions were reviewed by a GCC EEO representative to ensure that the questions asked were in compliance with Labor Laws. The Committee ensured no recording devices were allowed during the interviews.

A total of four (4) faculty members submitted their *Letter of Intent*, *Certificate of Eligibility*, *Resume*, *Promotion Portfolio*, and completed the Interview. Upon completion of reviewing all documents submitted and interviews, the Promotions Committee recommended the promotion of three (3) faculty members. One applicant was not recommended for promotion.

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The members of the Promotions Committee met at the request of the faculty member who was not recommended for Advancement-In-Rank on March 11, 2016 to discuss ways to strengthen their next application.

**Evaluation of the Internal Operating Procedures and Code of Ethics:**

The Committee's Internal Operating Procedures and Code of Ethics were updated.

**Recommendations for Procedural Changes:**

- The contract should include a provision to address vacancies in the Promotion Committee and the process to replace a member due to extenuating circumstances.
- The *Certificate of Eligibility* should include the effective date of the applicant's last promotion if applicable or the start date of when they became full-time permanent faculty at the College. This information will assist in reviewing the *Promotion Portfolios*.
- Review and revise, if necessary, the Internal Operating Procedures and Code of Ethics, due to the new Job Specs.
- Review and revise, if necessary, the application packet.
- Review and revise, if necessary, the interview questions and portfolio review form.
- Review and make recommendations to the Faculty Senate for revision or amendments to the 2010-2016 GCC Faculty Union/GCC BOT Agreement.

The Promotions Committee appreciates the opportunity to serve the faculty and GCC.

Respectfully submitted,



Sandy R. Balbin

Chairperson, 2015-2016 Promotions Committee

c      GCC Faculty Union President  
GCC Faculty Senate President

