

FACULTY EVALUATION RUBRICS

INSTRUCTIONAL FACULTY-POSTSECONDARY

RETENTION AND COMPLETION

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
Content Expertise (May not apply to Non-CTE faculty)	Faculty member must meet the following criteria: 1. Maintains current information in the field. 2. Maintains certification or licensure as a requirement of employment.	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does the following: Receives a new license or a new certification related to the field but not required for a satisfactory rating including National Teacher Exam or Guam Certification.	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does the following: Receives two (2) new licenses or two (2) new certifications related to the field but not required for a satisfactory rating including National Teacher Exam or Guam Certification.	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does the following: Receives or maintains three (3) new licenses or three (3) new certifications related to the field but not required for a satisfactory rating including National Teacher Exam or Guam Certification.

NEEDS IMPROVEMENT ○

Instructional Delivery For this element see the evaluation form for the percentage options related to Delivery & Student Survey (IDEA).	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) 1. Communicates purpose and objectives of lesson clearly and effectively. 2. Shows respect for students. 3. Includes a range of activities appropriate to the course. 4. Effectively paces activities. 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.	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) 1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	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) 1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	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. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.
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ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	7. Submits course syllabi to the Department Chair prior to the first day of class in the institution's approved format. 8. Ensures syllabi and/or course documents reflect the use of educational resources as identified in course guides. 9. Uses updated multiple assessment strategies/tools. 10. Places attention in syllabi to professional standards, student learning outcomes (SLOs), and course goals.	4. Appears to have built a strong classroom environment of collegiality and respect.	4. Appears to have built a strong classroom environment of collegiality and respect.	4. Appears to have built a strong classroom environment of collegiality and respect.
	NEEDS IMPROVEMENT ○			
Course Management	Faculty member must meet the following criteria: 1. Provides the students with a course syllabus. 2. Follows course guides including prescribed resources. 3. Maintains approved class meeting times, duration, and location. 4. Makes every effort to return graded tests within one (1) week. 5. When requested or required, provides an individual student intra-term progress report in a timely manner. 6. Submits grades in accordance with the Academic Calendar. 7. Maintains accurate records to document student performance. 8. Maintains accurate records to document student attendance.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Identifies web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines).	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does two (2) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Incorporates web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines).	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does three (3) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Assesses the effectiveness of web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines).

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	9. Maintains inventory of equipment, as applicable.	5. Participates actively in workforce advisory committee meetings. 6. Submits a substantive revision of a course in line with department strategic plan. 7. In line with the department strategic plan, develops a new course. 8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	5. Participates actively in workforce advisory committee meetings. 6. Submits a substantive revision of a course in line with department strategic plan. 7. In line with the department strategic plan, develops a new course. 8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	5. Participates actively in workforce advisory committee meetings. 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 two (2) new courses. 8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.
		9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee. 10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee. 10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee. 10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.
Institutional Assessment	NEEDS IMPROVEMENT ○ 1. Completes data collection/submission for program and/or course assessment, as confirmed in the assessment compliance matrix for the academic year (released in the Spring). 2. For Associate Professor and Professor: Assumes leadership role to ensure that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.			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.
INSTRUCTIONAL FACULTY-POSTSECONDARY				
	NEEDS IMPROVEMENT ○			

ENROLLMENT MANAGEMENT			
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?			
SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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.)
1. Upon initial advisement, develops student's educational plan for declared students in accordance with the departmental strategic plan for curriculum.	1. Co-develops students' individual educational plan toward program completion or declaration.	1. Co-develops students' individual educational plan toward program completion or declaration.	1. Co-develops students' individual educational plan for transfer toward program completion or declaration.
2. Participates in formal student academic advisement.	2. Takes an active (initial and follow up) role in job placement by linking the student to employer.	2. Takes an active (initial and follow up) role in job placement by linking the student to employer.	2. Takes an active (initial and follow up) role in job placement by linking the student to employer.
3. Maintains office hours.	3. Creates a local employment directory of occupations for program majors.	3. Creates a local employment directory of occupations for program majors.	3. Creates a local employment directory of occupations for program majors.
	4. Co-develops students' individual educational plan for transfer to a four-year institution.	4. Co-develops students' individual educational plan for transfer to a four-year institution.	4. Co-develops students' individual educational plan for transfer and secures enrollment to a four-year institution.
	5. Participates in an institution recognized student mentoring program such as Project AIM.	5. Participates in an institution recognized student mentoring program such as Project AIM.	5. Participates in an institution recognized student mentoring program such as Project AIM.
	6. Assists assigned undeclared students to complete Student Advising Form.	6. Assists undeclared students to complete the Application for Admissions as a Declared Student Form.	
NEEDS IMPROVEMENT ○			

PROFESSIONAL DEVELOPMENT/SCHOLARLY ACTIVITY/CREATIVE ENDEAVORS	
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?	

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 (1) 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 Degreed Faculty: Completes one (1) of the following: 1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology. 2. Participates in one (1) additional discipline, technology, or education area professional development activity.	For Non-Degreed Faculty: Completes two (2) credited courses required in addition to the course necessary for advancement-in-rank. For Degreed Faculty: Completes two (2) of the following: 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 (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2). 2. Develops strategies from discipline, technology, or education area professional development activity.	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 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. In this area, each course will equal one (1) of the combination and three (3) courses may be used to satisfy the requirement for the three (3). 2. Implements strategies from discipline, technology, or education area professional development activity. In this area each activity will equal one (1) 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). 4. Maintains membership in one (1) professional organization and attends at least one (1) professional meeting. 5. Publishes a non-refereed article (external source). 6. Submits an article for refereed publication.	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor). 4. Holds an office/position in a professional organization. 5. Publishes an article for a refereed publication (external source). 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.	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor). 4. Holds an office/position in a professional organization. 5. Publishes a book in his or her discipline or educational field. 6. Completes a higher degree in discipline or Education.

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	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 Vice President for Academic Affairs (in line with academic freedom).	7. Publishes two (2) articles for refereed publication (external source).
	8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (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 Vice President for Academic Affairs (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

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 (1) area may compensate for minimal or no effort in another. Faculty member and evaluator will agree on appropriate combination of activities.	1. Participates and assists in a significant institutional event. 2. Serves as an advisor for a student activity. 3. For non-professorial ranks, serves as an advisor to a student organization. 4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 5. Applies for a grant or program agreement.	1. As a member assists with a special program, project, contest, taskforce, or similar activities. 2. Chairs or co-chairs a significant institutional event. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.	1. Chairs special program, project, contest, taskforce, or similar activities. 2. Chairs or co-chairs a significant institutional event. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ○			

CONDUCTIVE LEARNING ENVIRONMENT

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?

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

IMPROVEMENT AND ACCOUNTABILITY

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 of 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. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, or Faculty Senate President (as applicable), not to include Convocation. 3. Participates in department meetings.	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 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).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 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).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 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).
NEEDS IMPROVEMENT ☐			

VISIBILITY AND ENGAGEMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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. 2. Consults with external entities and/or professionals. 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. 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. 7. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. 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. 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.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. 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. 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.	1. Collaborates with teachers and other stakeholders in schools. 2. Consults with external entities and/or professionals. 3. Judges contest in area of expertise or as it relates to the institution. 4. 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. 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.
NEEDS IMPROVEMENT ○			

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP)

GOALS

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?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the College, plan, implement, or complete a project/service related to the faculty instructional responsibilities approved by the Dean.

INSTRUCTIONAL FACULTY-POSTSECONDARY

Initials:  RDS FQT

INSTRUCTIONAL FACULTY-SECONDARY

RETENTION AND COMPLETION

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ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Content Expertise	Faculty member must meet the following criteria: 1. Maintains current information in the field. 2. Maintains certification or licensure as a requirement of employment.	In addition to meeting the criteria for Satisfactory, the Faculty does the following: Receives a new license or a new certification related to the field but not required for a satisfactory rating including National Teacher Exam or Guam Certification.	In addition to meeting the criteria for Satisfactory, the Faculty does the following: Receives two (2) new licenses or two (2) new certifications related to the field but not required for a satisfactory rating including National Teacher Exam or Guam Certification.	In addition to meeting the criteria for Satisfactory, the Faculty does the following: Receives three (3) new licenses or three (3) new certifications related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification.
NEEDS IMPROVEMENT ○				
Instructional Delivery	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) 1. Communicates purpose and objectives of lesson clearly and effectively. 2. Shows respect for students. 3. Includes a range of activities appropriate to the course. 4. Effectively paces activities. 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. 7. Maintains adequate control of the classroom environment and 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.	In addition to meeting the criteria for Satisfactory, the Faculty does one (1) of the following Delivery Options: (i.e. Record of classroom observation and syllabi) 1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	In addition to meeting the criteria for Satisfactory, the Faculty does two (2) of the following Delivery Options: (i.e. Record of classroom observation and syllabi) 1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.	In addition to meeting the criteria for Satisfactory, the Faculty does three (3) of the following Delivery Options: (i.e. Record of classroom observation and syllabi) 1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	9. Ensures syllabi and/or course documents reflect the use of educational resources as identified in course guides. 10. Uses updated multiple assessment strategies/tools. 11. Places attention in syllabi to professional standards, student learning outcomes (SLOs), and course goals.			
NEEDS IMPROVEMENT ○				
Course Management	Faculty member must meet the following criteria: 1. Provides the students with a course syllabus. 2. Maintains approved class meeting times, duration, and location. 3. Makes every effort to return graded tests within one (1) week. 4. When requested or required, provides an individual student intra-term progress report in a timely manner. 5. Submits grades in accordance with the Guam Department of Education (GDOE) Academic Calendar. 6. Secondary faculty shall provide progress reports, quarter grades, and semester grades, for each secondary class, as well as emergency 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.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Identifies web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines). 5. Participates actively in workforce advisory committee meetings. 6. Submits a substantive revision of a course in line with department strategic plan.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does two (2) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Incorporates web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines). 5. Participates actively in workforce advisory committee meetings. 6. Submits a substantive revision of a course in line with department strategic plan.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does three (3) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Assesses the effectiveness of web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines). 5. Participates actively in workforce advisory committee meetings. 6. Submits substantive revisions of at least two (2) courses in line with department strategic plan.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	10. Follows course guides including prescribed resources.	7. In line with the department strategic plan, develops and has approved a new course using the approved procedures for textbook selection. 8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	7. In line with the department strategic plan, develops and has approved a new course using the approved procedures for textbook selection. 8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.	7. In line with the department strategic plan, develop and have approved two (2) new courses using the approved procedures for textbook selection. 8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines.
Institutional Assessment	NEEDS IMPROVEMENT ○			
	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 ○			

ENROLLMENT MANAGEMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 for transfer to a postsecondary institution. 2. Participates in a site school recognized student mentoring program.	1. Advises and guides students using the personal plan of study for transfer to a postsecondary institution. 2. Participates in a site school recognized student mentoring program.	1. Advises and guides students using the personal plan of study for transfer to a postsecondary institution. 2. Participates in a site school recognized student mentoring program.
NEEDS IMPROVEMENT ○			

PROFESSIONAL DEVELOPMENT/SCHOLARLY ACTIVITY/CREATIVE ENDEAVORS (CEUs are recognized as defined in the faculty job specifications) 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?			
SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 (1) discipline or education area professional development activity or credited course.	For Degreed Faculty: Completes one (1) of the following: 1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.	For Degreed Faculty: Completes two (2) of the following: 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 (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2).	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. In this area, each course will equal one (1) of the combination and three (3) courses may be used to satisfy the requirement for the three (3).
3. Participates in the institution's mentoring program (as a mentee for the first 2 years as a permanent faculty).	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 (1) 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	6. Completes a higher degree in discipline or Education.

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	7. Presents at a local, regional, national, or international conference. 8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom). 9. Completes formal research project, in accordance with institutional guidelines. 10. Receives national, international, regional, state, or local award. 11. Applies for grants or program agreements. 12. Develops two (2) new professional development courses through continuing education.	used to satisfy the requirements for the two (2), provided they are identifiably different. 7. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom). 8. Completes formal research project, in accordance with institutional guidelines. 9. Receives national, regional, state, or local award. 10. Receives and/or manages awarded grants or program agreements. 11. Develops three (3) new professional development courses through continuing education.	7. Publishes two (2) articles for refereed publication (external source). 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. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom). 10. Completes formal research project, in accordance with institutional guidelines, resulting in publication. 11. Receives national, regional, state, or local award. 12. Receives and/or manages grants or program agreements. 13. Develops four (4) new professional development courses through continuing education.
NEEDS IMPROVEMENT ○			

INSTITUTIONAL INVOLVEMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 (1) area may compensate for minimal or no effort in another. Faculty member and evaluator will agree on appropriate combination of activities.	1. Participates and assists in a significant institutional event. 2. Serves as an advisor for a student activity. 3. For non-professorial ranks, serves as an advisor to a student organization. 4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 5. Applies for a grant or program agreement.	1. As a member, assists with a special program, project, contest, taskforce, or similar activities. 2. Chairs or co-chairs a significant institutional event. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.	1. Chairs special program, project, contest, taskforce, or similar activities. 2. Chairs or co-chairs a significant institutional event. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ○			

CONDUCTIVE LEARNING ENVIRONMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 5. Applies for a grant or program agreement.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ○			

IMPROVEMENT AND ACCOUNTABILITY

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 of 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. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, 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.	The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
NEEDS IMPROVEMENT ○			

VISIBILITY AND ENGAGEMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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.
NEEDS IMPROVEMENT ○			

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS

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?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the college, plan, implement, or complete a project/service related to the faculty instructional responsibilities approved by the Dean.

NON-INSTRUCTIONAL FACULTY

RETENTION AND COMPLETION

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
Content Expertise	Faculty member must meet the following criteria: 1. Maintains current information in the field. 2. Maintains certification or licensure as a requirement of employment.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) of the following: 1. Participates actively in advisory committee meetings. 2. Implements recommendations from an advisory committee. 3. Provides an advisory committee / department with data / expertise to enhance students' career readiness. 4. Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification. 5. Publishes one (1) article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does two (2) of the following: 1. Participates actively in advisory committee meetings. 2. Implements recommendations from an advisory committee. 3. Provides an advisory committee / department with data / expertise to enhance students' career readiness. 4. Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification. 5. Publishes one (1) article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does three (3) of the following: 1. Participates actively in advisory committee meetings. 2. Implements recommendations from an advisory committee. 3. Provides an advisory committee / department with data / expertise to enhance students' career readiness. 4. Receives a new license or a new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification. 5. Publishes one (1) article in discipline (internal publication in line with the department's strategic plan or as approved by the Dean).

NEEDS IMPROVEMENT ○

Direct Services	Faculty member must meet the following criteria: 1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement. 2. Demonstrates outreach efforts to support student development. 3. Identifies referral sources and makes suitable referrals as needed.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) of the following: 1. Demonstrates superior knowledge of GCC programs and services to promote student success. 2. Provide student-centered services in a professional, clear, and eloquent way. 3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does two (2) of the following: 1. Demonstrates superior knowledge of GCC programs and services to promote student success. 2. Provide student-centered services in a professional, clear, and eloquent way. 3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does three (3) of the following: 1. Demonstrates superior knowledge of GCC programs and services to promote student success. 2. Provide student-centered services in a professional, clear, and eloquent way. 3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to
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ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	4. Submits grades in accordance with the Guam Department of Education (GDOE) Academic Calendar (Work Experience Coordinator only). 5. Administers resources and various tools for program services and activities.	heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.	heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.	heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.
NEEDS IMPROVEMENT ○				
Program Design/Delivery and Management	Program materials show that the faculty does all of the following as needed: 1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources. 2. Collaborates with internal and external stakeholders to address program development. 3. Maintains accurate records to document stakeholder services. 4. Provides evidence of use of multiple student assessment strategies.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does one (1) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 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.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does two (2) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 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. 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 (1) of the combinations of two (2) requirements and four (4) sessions/presentations may be used to satisfy the criteria for this performance level.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does three (3) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 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. 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 (1) of the combinations of two (2) requirements and six (6) sessions/presentations may be used to satisfy the criteria for this performance level.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		5. Researches, develops, and submits application for funding from additional sources. 6. Creates and maintains a departmental/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 during the academic year (use of this item requires prior approval from the Dean).	5. Researches, develops, and submits application for funding from additional sources. 6. Creates and maintains a departmental/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 during the academic year (use of this item requires prior approval from the Dean).	5. Researches, develops, and submits application for funding from additional sources. 6. Creates and maintains a departmental/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 during the academic year (use of this item requires prior approval from the Dean).
	NEEDS IMPROVEMENT ○			
Institutional Assessment	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). NEEDS IMPROVEMENT ○			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.

PROFESSIONAL DEVELOPMENT/SCHOLARLY ACTIVITY/CREATIVE ENDEAVORS (CEUs are recognized as defined in the faculty job specifications)

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?

SATISFACTORY	STRONG			STELLAR		EXCEPTIONAL
	In addition to meeting the criteria for Satisfactory, the faculty does the following:			In addition to meeting the criteria for Satisfactory, the faculty does the following:		In addition to meeting the criteria for Satisfactory, 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 (1) 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: 1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.			For Degreed Faculty: Completes two (2) of the following: 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 (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2).		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. In this area, each course will equal one (1) 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 (1) 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.

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SATISFACTORY	STRONG		STELLAR		EXCEPTIONAL	
	6.	7.	8.	9.	10.	11.
	6. Submits an article for refereed publication.	7. Presents at a local, regional, national, or international conference.	8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).	9. Completes formal research project, in accordance with institutional guidelines.	10. Completes formal research project, in accordance with institutional guidelines, resulting in publication.	6. Completes a higher degree in discipline or Education.
						7. Publishes two (2) articles for refereed publication (external source).
						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. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (in line with academic freedom).
						10. Completes formal research project, in accordance with institutional guidelines, resulting in publication.
						11. Receives national, regional, state, or local award.
						12. Receives and/or manages grants or program agreements.
						13. Develops four (4) new professional development courses through continuing education.
NEEDS IMPROVEMENT ○						

INSTITUTIONAL INVOLVEMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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:
Serves as an advisor to a student organization (for professorial ranks). For these activities, extra effort in one (1) area may compensate for minimal or no effort in another.	- Participates and assists in a significant institutional event. - Serves as an advisor for a student activity. - For non-professorial ranks, serves as an advisor to a student organization. - Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. - Applies for a grant or program agreement.	- As a member, assists with a special program, project, contest, taskforce, or similar activities. - Chairs or co-chairs a significant institutional event. - Serves as an advisor for a student activity. - For non-professorial ranks, serves as an advisor to a student organization. - Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. - Receives and/or manages grant or program agreement.	- Chairs special program, project, contest, taskforce, or similar activities. - Chairs or co-chairs a significant institutional event. - Serves as an advisor for a student activity. - For non-professorial ranks, serves as an advisor to a student organization. - Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. - Receives and/or manages grant or program agreement.
NEEDS IMPROVEMENT ○			

NON-INSTRUCTIONAL FACULTY

CONDUCTIVE LEARNING ENVIRONMENT

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?

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

NON-INSTRUCTIONAL FACULTY

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IMPROVEMENT AND ACCOUNTABILITY

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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 of 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. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, 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.	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 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).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 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).	1. The faculty demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 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).
NEEDS IMPROVEMENT ○			

NON-INSTRUCTIONAL FACULTY

VISIBILITY AND ENGAGEMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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.
NEEDS IMPROVEMENT			

NON-INSTRUCTIONAL FACULTY

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EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS

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?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the College, plan, implement, or complete a project/service related to the faculty non-instructional responsibilities approved by the Dean.

NON-INSTRUCTIONAL FACULTY

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DEPARTMENT CHAIRPERSON (DC)

RETENTION AND COMPLETION

DC DUTIES

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
Leadership	D.C. must meet all of the following: 1. Provides support for students with resolving problems, when required. 2. Update a departmental 3-year strategic plan in the approved template/format. 3. Periodically visits and observes all department faculty and provides mentorship if necessary.	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) of the following: 1. Develops an ongoing mentorship program for the department. 2. Organizes departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan. 3. Integrates the institutional mentorship program within the department.	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) of the following: 1. Develops an ongoing mentorship program for the department. 2. Organizes departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan. 3. Integrates the institutional mentorship program within the department.	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) of the following: 1. Develops an ongoing mentorship program for the department. 2. Chairs departmental convocation for recruitment of undeclared students and retention of declared students based on an established and approved plan. 3. Integrates the institutional mentorship program within the department. 4. Demonstrates volunteer efforts for departmental improvement.
Curriculum, Course & Program Assessment	D.C. must meet the following: 1. Provides leadership in departmental activities regarding curriculum development, revision, as well as course and program assessment, according to	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one (1) of the following: 1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two (2) of the following: 1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).	In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three (3) of the following: 1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes (SLOs).

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ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	established institutional deadlines. 2. Maintains certification or licensure as a requirement of employment. 3. Facilitates, guides, and ensures that department assessment goals and college wide deadlines are met.	2. Receives a new license or new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification. 3. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings as approved by the Board. 4. Implements general education recommendations from an advisory committee. 5. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness. 6. Provides leadership with department members to create alternative course/service delivery methods. 7. Develops new courses through continuing education. 8. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.	2. Receives a new license or new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification. 3. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings as approved by the Board. 4. Implements general education recommendations from an advisory committee. 5. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness. 6. Provides leadership with department members to create alternative course/service delivery methods. 7. Develops new courses through continuing education. 8. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.	2. Receives a new license or new certification related to the field but not required for a satisfactory rating including teacher certification, such as National Teacher Exam or Guam Certification. 3. (For Non-CTE Department Chairs) Participates actively in advisory committee meetings as approved by the Board. 4. Implements general education recommendations from an advisory committee. 5. Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness. 6. Provides leadership with department members to create alternative course/service delivery methods. 7. Develops new courses through continuing education. 8. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.
Professional Development/	NEEDS IMPROVEMENT ○ 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:

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ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
Scholarly Activity/ Creative Endeavors (CEUs are recognized as defined in the faculty job specifications)	1. For Non-Degreed faculty, completes a three credit course necessary for advancement-in-rank or condition of employment. 2. For degreed faculty, participates in one (1) 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). 4. Provide an orientation to new faculty members of the department and serve as a mentor to the same.	For Non-Degreed Faculty: Completes one (1) credited course in addition to the course required for satisfactory necessary for advancement-in-rank or condition of employment. For Degreed Faculty: Completes one (1) of the following: 1. Completes a credited course necessary for growth in the field of study, related area, professional education, or instructional technology.	For Non-Degreed Faculty: Completes two (2) credited courses in addition to the course required for advancement-in-rank or condition of employment. For Degreed Faculty: Completes two (2) of the following: 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 (1) of the combination and two (2) courses may be used to satisfy the requirement for the two (2).	For Non-Degreed Faculty: Completes degree in educational area; Or, Completes three (3) credited courses in addition to the course required for the satisfactory necessary for advancement-in-rank or condition of employment. 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. In this area, each course will equal one (1) of the combination and three (3) courses may be used to satisfy the requirement for the three (3). 2. Implements strategies from discipline, technology, or education area professional development activity. In this area each activity will equal one (1) of the combination and three (3) activities 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. 3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor). 4. Maintains membership in one (1) professional organization and attends at	2. Develops strategies from discipline, technology, or education area professional development activity. 3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor). 4. Holds an office/position in a professional organization.	3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor). 4. Holds an office/position in a professional organization.

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ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		least one (1) professional meeting.		
		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 a higher 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 Vice President for Academic Affairs (in line with academic freedom).	7. Publishes two (2) articles for refereed publication (external source).
		8. Creates and maintains a discipline specific scholarly website. Waiver liability for website must be obtained from the Vice President for Academic Affairs (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 Vice President for Academic Affairs (in line with academic freedom).
		10. Receives national, international, regional, state, or local award.	10. Develops three (3) new professional development courses through continuing education.	10. Completes formal research project, in accordance with institutional guidelines, resulting in publication.
		11. Develops two (2) new professional development		11. Receives national, regional, state, or local award.

DEPARTMENT CHAIRPERSON (DC)

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		courses through continuing education.		12. Develops four (4) new professional development courses through continuing education.
Institutional Involvement	NEEDS IMPROVEMENT ○			
	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 optional 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). 2. Represents the department at College related activities where appropriate. 3. Recruits, recommends for hire, orients, mentors, and observes adjunct instructors and provides written feedback to the assigned Dean/Associate Dean, as applicable.	1. Participates and assists in a significant institutional event. 2. Serves as an advisor for a student activity. 3. For non-professorial ranks, serves as an advisor to a student organization. 4. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 5. Applies and/or receives and/or manages grant or program agreement.	1. As a member assists with a special program, project, contest, taskforce, or similar activities. 2. Chairs or co-chairs a significant institutional event. 3. Serves as an advisor for a student activity. 4. For non-professorial ranks, serves as an advisor to a student organization. 5. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 6. Applies and/or receives and/or manages grant or program agreement.	1. Observes all adjunct faculty at least once per semester and provides written feedback to the assigned Dean/Associate Dean, as applicable. 2. Chairs special program, project, contest, taskforce, or similar activities. 3. Chairs or co-chairs a significant institutional event. 4. Serves as an advisor for a student activity. 5. For non-professorial ranks, serves as an advisor to a student organization. 6. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year. 7. Applies and/or receives and/or manages grant or program agreement.
	NEEDS IMPROVEMENT ○			

DEPARTMENT CHAIRPERSON (DC)

DEPARTMENT CHAIRPERSONS WITH A TEACHING LOAD:

TEACHING

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
Course Management	Faculty member must meet the following criteria: 1. Provides the students with a course syllabus. 2. Follows course guides including prescribed resources. 3. Maintains approved class meeting times, duration, and location. 4. Makes every effort to return graded tests within one (1) week. 5. When requested or required, provide an individual student intra-term progress report in a timely manner. 6. Submits grades in accordance with the Academic Calendar. 7. Maintains accurate records to document student performance. 8. Maintains accurate records to document student attendance. 9. Maintains inventory of equipment as applicable.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does one (1) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Identifies web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines). 5. Participates actively in workforce advisory committee meetings. 6. Submits a substantive revision of a course in line with department strategic plan. 7. In line with the department strategic plan, develops a new course.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does two (2) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Incorporates web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines). 5. Participates actively in workforce advisory committee meetings. 6. Submits a substantive revision of a course in line with department strategic plan. 7. In line with the department strategic plan, develops a new course.	In addition to meeting the criteria for <i>Satisfactory</i> , the faculty does three (3) of the following: 1. Provides opportunities for students to apply curriculum in an external environment. 2. Directs and/or provides tutorial sessions outside office hours and classroom time. 3. Directs/coaches competitive teams and/or publicly showcases student mastery of Student Learning Outcomes (SLOs) to an external audience. 4. Assesses the effectiveness of web-enhanced activities and/or materials for use in classes to improve student learning (consistent with institutional and Family Educational Rights and Privacy Act (FERPA) guidelines). 5. Participates actively in workforce advisory committee meetings. 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 two (2) new courses.

DEPARTMENT CHAIRPERSONS WITH A TEACHING LOAD:

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines. 9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee. 10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines. 9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee. 10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.	8. With written approval from the Vice President for Academic Affairs, develops an online course consistent with institutional and FERPA guidelines. 9. FOR NON-CTE FACULTY ONLY: Implements general education recommendations from an advisory committee. 10. FOR NON-CTE FACULTY ONLY: Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness.
	NEEDS IMPROVEMENT ○			
Instructional Delivery For this element see the evaluation form for the percentage options related to Delivery & Student Survey (IDEA).	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) 1. Communicates purpose and objectives of lesson clearly and effectively. 2. Shows respect for students. 3. Includes a range of activities appropriate to the course. 4. Effectively paces activities. 5. Encourages student involvement through questions, class activities, discussions, and/or group work. 6. Uses techniques that reflect awareness of individual	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) 1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulates independent learning in students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	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) 1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulates independent learning in students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.	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. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulates independent learning in students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
	differences and learning styles. 7. Maintains adequate control of the classroom environment and 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 syllabi 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 syllabi to professional standards, student learning outcomes (SLOs), and course goals.	4. Appears to have built a strong classroom environment of collegiality and respect.	4. Appears to have built a strong classroom environment of collegiality and respect.	4. Appears to have built a strong classroom environment of collegiality and respect.
	NEEDS IMPROVEMENT ☐			

DEPARTMENT CHAIRPERSONS WITH A TEACHING LOAD:

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DEPARTMENT CHAIRPERSONS WITH A STUDENT SERVICES LOAD (I.E., NON-INSTRUCTIONAL)

STUDENT SERVICES

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
Program Design/Delivery and Management	Program materials show that the faculty does all of the following as needed: 1. Manages and maintains existing program services and activities to ensure they reflect current practices and use of appropriate resources. 2. Collaborates with internal and external stakeholders to address program development. 3. Maintains accurate records to document stakeholder services. 4. Provides evidence of use of multiple student assessment strategies.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does one (1) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 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.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does two (2) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 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. Multiples of this item may be counted, provided they are identifiable different in content and activities. In this area, each session/presentation will equal one (1) of the two (2) requirements and four (4) sessions/presentations may be used to satisfy the criteria for this performance level.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does three (3) of the following: 1. Assists in creating and developing a new program or service that reflects current practices and use of appropriate resources. 2. Creates an alternative service delivery method via the internet. 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. Multiples of this item may be counted, provided they are identifiable different in content and activities. In this area, each session/presentation will equal one (1) of the combinations of two (2) 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. 6. Creates and maintains a department/program

DEPARTMENT CHAIRPERSONS WITH A STUDENT SERVICES LOAD (I.E., NON-INSTRUCTIONAL)

Initials:  RDS FQT
March 10, 2017

ELEMENT	SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
		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 during the academic year (use of this item requires prior approval from the Dean).	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 during the academic year (use of this item requires prior approval from the Dean).	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 during the academic year (use of this item requires prior approval from the Dean).
	NEEDS IMPROVEMENT ○ Faculty member must meet the following criteria: 1. Provides direct services to stakeholders as identified in the work responsibilities as stated in the Agreement. 2. Demonstrates outreach efforts to support student development. 3. Identifies referral sources and makes suitable referrals as needed. 4. Submits grades in accordance with the Guam Department of Education (GDOE) Academic Calendar (Work Experience Coordinator only). 5. Administers resources and various tools for program services and activities.			
Direct Services		In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does one (1) of the following: 1. Demonstrates superior knowledge of GCC programs and services to promote student success. 2. Provides student-centered services in a professional, clear, and eloquent way. 3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does two (2) of the following: 1. Demonstrates superior knowledge of GCC programs and services to promote student success. 2. Provides student-centered services in a professional, clear, and eloquent way. 3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.	In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does three (3) of the following: 1. Demonstrates superior knowledge of GCC programs and services to promote student success. 2. Provides student-centered services in a professional, clear, and eloquent way. 3. Builds workshops/presentations/services based on data gathered from evaluations/surveys to heighten student learning of material, and is very well organized. 4. Appears to have built a strong student services environment of collegiality and respect.

CONDUCTIVE LEARNING ENVIRONMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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> , the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and 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> , the faculty attends commencement in regalia (or participates in optional commencement related activities as approved by his/her Dean) and 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. 3. Is able to deal with changing situations (i.e., natural disasters, classroom changes, school moves, etc.). 4. Is helpful in preventing and resolving conflicts. 5. Demonstrates willingness to receive constructive criticism and modify performance accordingly. 6. 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. 2. Holds responsibility for maintaining special facilities. 3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.	1. Chairs or co-chairs a significant institutional event. 2. Holds responsibility for maintaining special facilities. 3. Demonstrates volunteer efforts for departmental or institutional improvement during the academic year.
NEEDS IMPROVEMENT			

IMPROVEMENT AND ACCOUNTABILITY

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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> , 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. Attends Department Chairpersons' meetings, be available for daily consultation with the Dean on departmental matters, and inform departmental faculty of these discussions and decisions. 2. Attends faculty meetings scheduled by the College President, Vice President for Academic Affairs, or Faculty Senate President (as applicable), not to include Convocation. 3. Develops, submits, and maintains the department's annual budget (including Non-Appropriated Funds (NAF)) in cooperation with other members of the department. Incentive funds earned shall be allocated to the department as part of the department's annual budget submission. 4. Coordinates and maintains the daily operational details of the department to include inventories, submittal of department requisitions, supplies, equipment, textbooks, and work order requests. 5. Facilitates and serves as a member of the appropriate departmental Advisory Committee pertaining to the Board's responsibilities as established by law. (For CTE Department Chairs only)	1. Demonstrates volunteer efforts for departmental improvement. 2. Applies for a grant or program agreement. 3. Develops and submits application for other funding from additional sources. 4. Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.	1. Demonstrates volunteer efforts for departmental improvement. 2. Receives and/or manages grant or program agreement. 3. Receives additional department funding sources. 4. Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.	1. Demonstrates volunteer efforts for departmental improvement. 2. Receives and/or manages grant or program agreement. 3. Manages additional department funding sources. 4. Demonstrates use of department assessment results to effectuate improvement or change in the department 3-year strategic plan.

DEPARTMENT CHAIRPERSONS WITH A STUDENT SERVICES LOAD (I.E., NON-INSTRUCTIONAL)

VISIBILITY AND ENGAGEMENT

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?

SATISFACTORY	STRONG	STELLAR	EXCEPTIONAL
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. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	5. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	5. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.	5. Participates in one (1) or more additional promotions of GCC programs and recruitment of students.
6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission.	6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission.	6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission.	6. Volunteers to be involved in community service in his/her area of expertise or as it relates to the institutional mission.
7. Makes significant professional contributions in community service which are relevant to the mission of the College.	7. Makes significant professional contributions in community service which are relevant to the mission of the College.	7. Makes significant professional contributions in community service which are relevant to the mission of the College.	7. Makes significant professional contributions in community service which are relevant to the mission of the College.
NEEDS IMPROVEMENT ○			

EXCEPTIONAL ACTIVITIES THAT PROMOTE INSTITUTIONAL AND ACADEMIC PRIORITIES AND/OR INSTITUTIONAL STRATEGIC MASTER PLAN (ISMP) GOALS

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?

Within the framework of the institutional and academic priorities or the Institutional Strategic Master Plan (ISMP) set forth by the College, plan, implement, or complete a project/service related to the faculty instructional/non-instructional responsibilities approved by the Dean.