

## DEPARTMENT CHAIR

### SECTION 1: Department Chair Responsibilities (\_\_\_\_%) Percentage is based on Workload

| Element                                                | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Satisfactory<br>2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Improve<br>ment<br>Needed<br>(1)                                                                      |
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| <b>Leadership (40%)</b><br>1.1 Departmental Operations | <p>In addition to meeting the criteria for Satisfactory, D.C. does the following:</p> <ol style="list-style-type: none"> <li>Conducts a departmental convocation for students.</li> </ol> <p>And, one of the following:</p> <p>OR</p> <p>If #1 above is not chosen then the D.C. does three of the following:</p> <ol style="list-style-type: none"> <li>Implements a 3-year or more strategic programmatic plan, course offering and schedules plan with department members. (In this area each plan will equal one of the combination of three requirements and no more than two plans may be used to satisfy the criteria for this performance level.)</li> <li>Takes a leadership role in the Council of Department Chairs.</li> <li>Develop an ongoing mentorship program for the department.</li> <li>Demonstrate exceptional</li> </ol> | <p>In addition to meeting the criteria for Satisfactory, D.C. does two of the following:</p> <ol style="list-style-type: none"> <li>Adopts a 3-year or more strategic programmatic plan, course offering and schedule plan with department members. (In this area each plan will equal one of the combination of two requirements and two articles may be used to satisfy the criteria for this performance level.)</li> <li>Takes a leadership role in the Council of Department Chairs.</li> <li>Develops an ongoing mentorship program for the department.</li> <li>Demonstrates exceptional volunteer efforts for departmental improvement during the calendar year.</li> </ol> | <p>In addition to meeting the criteria for Satisfactory, D.C. does one of the following:</p> <ol style="list-style-type: none"> <li>Completes a 3-year or more strategic programmatic plan and schedule plan with department members.</li> <li>Takes a leadership role in the Council of Department Chairs.</li> <li>Develops an ongoing mentorship program for the department.</li> <li>Demonstrates exceptional volunteer efforts for departmental improvement during the calendar year.</li> </ol> | <p>D.C. must meet all of the following:</p> <ol style="list-style-type: none"> <li>Represents the department at College related activities where appropriate.</li> <li>Collegially and effectively schedules classes / department functions.</li> <li>Facilitates department meetings and follows-up on matters of concern.</li> <li>Collaborates with department members regarding department decisions.</li> <li>Assists with the training and mentoring of new department members.</li> <li>Provides support for students with resolving problems, when required.</li> <li>Periodically visits and observes all department faculty and provides mentorship if necessary.</li> <li>Moves issues forward to the Dean if they cannot be resolved at the department level.</li> <li>Provides evidence of the development of a programmatic 3-year strategic plan that includes course offerings/schedules, budgets, and overall needs of the</li> </ol> | <p>D.C. did not reasonably meet the specified criteria for Satisfactory in the following area(s):</p> |

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|                                                                                | volunteer efforts for departmental improvement during the calendar year.                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                               | Department.<br>10. Be available on campus for consultation and assistance as per the individual's semester schedule.                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                |
| <b>Element</b>                                                                 | <b>Superb<br/>5</b>                                                                                                                                                                                                                                                                                                                                                                               | <b>Stellar<br/>4</b>                                                                                                                                                                                                                                                                                                                                                               | <b>Strong<br/>3</b>                                                                                                                                           | <b>Satisfactory<br/>2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Improve<br/>ment<br/>Needed<br/>(1)</b>                                                     |
| Administrative Duties (25%)<br>2.1 Budget and Inventory<br>2.2 Adjunct Faculty | In addition to meeting the criteria for Stellar, D.C. does one of the following:<br>1. Implements, maintains, and updates a 3-year or more strategic budget plan with department members.<br>2. Researches, develops, and manages additional department funding sources.<br>3. Observe all adjunct faculty at least once per semester and provide written feedback to the Adjunct Associate Dean. | In addition to meeting the criteria for Satisfactory and Strong D.C. does one of the following:<br>1. Implements, maintains, and updates a 3-year or more strategic budget plan with department members.<br>2. Researches, develops, and submits application for funding from additional sources.<br>3. Develops and implements an adjunct mentoring program for their department. | In addition to meeting the criteria for Satisfactory, D.C. does the following:<br>1. Develops a 3-year or more strategic budget plan with department members. | D.C. must meet all of the following:<br>1. Submits budget to the Dean in a timely manner.<br>2. Communicates with administration and disseminates appropriate information to department members.<br>3. Submits required reports on time.<br>4. Advocates for an adequate department budget and monitors this budget annually.<br>5. Attends and participates in division and department chair meetings.<br>6. Coordinates the daily operation of the department including submittal of department | D.C. did not reasonably meet the specified criteria for Satisfactory in the following area(s): |

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| <b>Element</b>                                                                                                      | <b>Superb<br/>5</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Stellar<br/>4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Strong<br/>3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Satisfactory<br/>2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Improve<br/>ment<br/>Needed<br/>(1)</b>                                                                                                                                                                                                                                                                              |  |
| <b>Curriculum &amp; Assessment (35%)</b><br>3.1 Content Expertise<br>3.2 Curriculum<br>3.3 Institutional Assessment | In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does three of the following:<br>1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.<br>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification such as National Teacher Exam or Guam Certification.<br><br>OR<br>Maintains licensure or certification. | In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does two of the following:<br>1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.<br>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification such as National Teacher Exam or Guam Certification.<br><br>OR<br>Maintains licensure or certification. | In addition to meeting the criteria for <i>Satisfactory</i> , D.C. does one of the following:<br>1. Integrates consistency in course syllabi, tools, instructional technology and / or resources in order to meet identified student learning outcomes.<br>2. Receives license or certification related to the field not required for a satisfactory rating including teacher certification such as National Teacher Exam or Guam Certification.<br><br>OR<br>Maintains licensure or certification. | D.C. must meet all of the following:<br>1. Provides leadership in organizing and proposing curriculum development and programs as appropriate, for the department, and in coordinating presentation of revisions and/or new programs to the Learning Outcomes Committee.(as appropriate for non-instructional DC)<br>2. Maintains currency in the area of assignment.<br>3. Facilitates and serves as a member of the appropriate departmental Advisory Committee. (For CTE department chairs only)<br>4. Collects syllabi from faculty teaching courses for the department. Reviews and approves such syllabi and submits electronically to the | D.C. did not reasonably meet the specified criteria for <i>Satisfactory</i> in the following area(s):                                                                                                                                                                                                                   |  |

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|  | <p>3. (For non-CTE Department Chairs)<br/>Participates actively in advisory committee meetings,<br/>OR<br/>Implements general education recommendations from an advisory committee<br/>OR<br/>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness</p> <p>4. Provides leadership with department members to create alternative course/service delivery methods.<br/>5. Develops new courses through continuing education.<br/>6. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p> | <p>3. (For non-CTE Department Chairs)<br/>Participates actively in advisory committee meetings,<br/>OR<br/>Implements general education recommendations from an advisory committee<br/>OR<br/>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness</p> <p>4. Provides leadership with department members to create alternative course/service delivery methods.<br/>5. Develops new courses through continuing education.<br/>6. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p> | <p>3. (For non-CTE Department Chairs)<br/>Participates actively in advisory committee meetings,<br/>OR<br/>Implements general education recommendations from an advisory committee<br/>OR<br/>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness</p> <p>4. Provides leadership with department members to create alternative course/service delivery methods.<br/>5. Develops new courses through continuing education.<br/>6. Demonstrates use of department assessment results to effectuate improvement or change identified in a department strategic plan.</p> | <p>Dean with the appropriate checklist completed and within five duty days of the day the faculty syllabi are due to the DCs.</p> <p>5. Coordinates department programs, curriculum, and catalog statements.</p> <p>6. Facilitates, guides, and ensures that continuous efforts have been made to meet the assessment requirements and college-wide deadlines.</p> |  |
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# INSTRUCTIONAL FACULTY

## SECTION 1: Teaching and Instruction (\_\_\_\_%) Not less than 45% and not more than 65%

| Element                                                                                                                                           | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Satisfactory<br>2                                                                                                                                                                                              | Improvement<br>Needed (1)                                                                          |
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| <b>Content Expertise (30%)</b><br>1.1 Keeping information current<br>1.2 Maintaining licensure<br>1.3 Developing new courses and course materials | In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does three of the following:<br><br>1. Participates actively in advisory committee meetings<br>OR<br>for non-CTE faculty only<br><br>Implements general education recommendations from an advisory committee<br>OR<br>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness<br>2. Receives license or certification related to the field not required for a satisfactory rating including teacher | In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does two of the following:<br><br>1. Participates actively in advisory committee meetings<br>OR<br>for non-CTE faculty only<br><br>Implements general education recommendations from an advisory committee<br>OR<br>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness<br>2. Receives license or certification related to the field but not required for a satisfactory rating | In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does one of the following:<br><br>1. Participates actively in advisory committee meetings, OR<br>for non-CTE faculty only<br><br>Implements general education recommendations from an advisory committee<br>OR<br>Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness<br>2. Receives license or certification related to the field but not required for a satisfactory rating | Faculty member must meet the following criteria:<br><br>1. Follows course guides including prescribed resources<br>2. Maintains current information in the field or licensure as a requirement of the position | Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas: |

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|                                                                                                                           | certification. (ie. National Teacher Exam or Guam Certification)                                                                               | OR                                                                                                                           | including teacher certification such as National Teacher Exam or Guam Certification.                                                        |                                                                                                                                          |                                                                                             |
|                                                                                                                           | OR                                                                                                                                             |                                                                                                                              | OR                                                                                                                                          |                                                                                                                                          |                                                                                             |
|                                                                                                                           | Maintains licensure or certification                                                                                                           |                                                                                                                              | Maintains licensure or Certification                                                                                                        |                                                                                                                                          |                                                                                             |
|                                                                                                                           | 3. Submits substantive revisions of at least two courses in line with department strategic plan.                                               |                                                                                                                              | 3. Submits a substantive revision of a course in line with department strategic plan.                                                       |                                                                                                                                          |                                                                                             |
|                                                                                                                           | 4. In line with the department strategic plan, develop and have approved two new courses using the approved procedures for textbook selection. |                                                                                                                              | 4. In line with the department strategic plan, develops and has approved a new course using the approved procedures for textbook selection. |                                                                                                                                          |                                                                                             |
| <b>Element</b>                                                                                                            | <b>Superb<br/>5</b>                                                                                                                            | <b>Stellar<br/>4</b>                                                                                                         | <b>Strong<br/>3</b>                                                                                                                         | <b>Satisfactory<br/>2</b>                                                                                                                | <b>Improvement<br/>Needed (1)</b>                                                           |
| Instructional Delivery (40%)<br>For this element see the evaluation form for the percentage options related to Delivery & | In addition to meeting the criteria for Satisfactory, the Faculty does:<br>three of the following Delivery Options: (eg. Record of classroom   | In addition to meeting the criteria for Satisfactory, the Faculty does two of the following Delivery Options: (eg. Record of | In addition to meeting the criteria for Satisfactory, the Faculty does one of the following Delivery Options: (eg. Record of classroom      | In observation of classroom activities (and, if relevant online interaction), faculty provides evidence of the following: (eg. Record of | Faculty member did not meet the specified criteria for Satisfactory in the following areas: |

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| Student Survey<br>(IDEA). This survey<br>applies only to Post<br>Secondary faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                         | observation and syllabi)                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | classroom observation<br>and syllabi)                                                                                                                                                                                                                                                                                                                                                                                                                                                     | observation and syllabi)                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | classroom observation<br>and syllabi except #8)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p>2.1 Using class time effectively</p> <p>2.2 Developing and using effective instructional techniques and tools (including lecture, discussion, audio/visuals, group activities, or technology)</p> <p>2.3 Stimulating student interest and achievement</p> <p>2.4 Leading students in developing constructive peer and student/teacher relationships; creating an atmosphere where learning experiences can take place and where students can feel comfortable to express and share ideas and opinions.</p> <p>2.5 Evaluating student</p> | <p>1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate learning in the students.</p> <p>2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.</p> <p>3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.</p> <p>4. Appears to have built a strong classroom environment of collegiality and respect.</p> | <p>1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate learning in the students.</p> <p>2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.</p> <p>3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.</p> <p>4. Appears to have built a strong classroom environment of collegiality and respect.</p> | <p>1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate learning in the students.</p> <p>2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic.</p> <p>3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized.</p> <p>4. Appears to have built a strong classroom environment of collegiality and respect.</p> | <p>1. Communicates purpose and objectives of lesson clearly and effectively</p> <p>2. Shows respect for students</p> <p>3. Includes a range of activities appropriate to the course.</p> <p>4. Effectively paces activities;</p> <p>5. Encourages student involvement through questions, class activities, discussions, and/or group work;</p> <p>6. Uses techniques that reflect awareness of individual differences and learning styles</p> <p>7. Maintains adequate control of the classroom environment and keeps students on task.</p> <p>8. Submits course syllabi to the Department Chair prior to the first day of class in the institution's approved format</p> <p>9. Ensures syllabus and/or course</p> |

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| learning; Selecting textbooks<br>2.6 Postsecondary Faculty may choose to include Student IDEA Survey results as part of this element. If faculty choose to include this survey, it shall count for no more than 50% of this element.                                                     |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                    | documents reflect the use of the textbook as identified in the course guide (for Postsecondary, and if applicable, to secondary programs).<br>10. Uses updated multiple assessment strategies / tools<br>11. Places attention in syllabus to professional standards, student learning outcomes, goals |                                                                                             |
| <b>Element</b>                                                                                                                                                                                                                                                                           | <b>Superb<br/>5</b>                                                                                                                                                                                                                                                                                                                                   | <b>Stellar<br/>4</b>                                                                                                                                                                                                                                               | <b>Strong<br/>3</b>                                                                                                                                                                                                                                                | <b>Satisfactory<br/>2</b>                                                                                                                                                                                                                                                                             | <b>Improvement<br/>Needed (1)</b>                                                           |
| Course Management (10%)<br>3.1 Managing activities for instructional purposes (e.g. service learning, field trips)<br>3.2 Directing tutorial sessions<br>3.3 Grading and returning papers in a timely manner<br>3.4 Directing laboratory and field experiences<br>3.5 Directing/coaching | In addition to meeting the criteria for Satisfactory, the faculty does three of the following:<br><br>1. Provides opportunities for students to apply curriculum in an external environment<br>2. Directs and/or provides tutorial sessions outside office hours and classroom time<br>3. Directs/coaches competitive teams and performance ensembles | In addition to meeting the criteria for Satisfactory, the faculty does two of the following:<br><br>1. Provides opportunities for students to apply curriculum in an external environment<br>2. Directs and/or provides tutorial sessions outside office hours and | In addition to meeting the criteria for Satisfactory, the faculty does one of the following:<br><br>1. Provides opportunities for students to apply curriculum in an external environment<br>2. Directs and/or provides tutorial sessions outside office hours and | Faculty member must meet the following criteria:<br><br>1. Provides the students with a complete, written, course syllabus reflecting the institution's approved format during the first meeting (postsecondary)<br>2. Provides the students with a complete, written, course                         | Faculty member did not meet the specified criteria for Satisfactory in the following areas: |

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| <p>competitive teams for secondary programs as applicable</p> <p>3.6 Maintaining appropriate supplies, equipment, materials, and tools for instructional purposes</p> | <p>4. Creates online modules for courses (consistent with institutional and FERPA guidelines)</p> <p>5. Develops an online course consistent with institutional and FERPA guidelines</p> | <p>classroom time</p> <p>3. Directs/coaches competitive teams and performance ensembles</p> <p>4. Develops online modules for courses (consistent with institutional and FERPA guidelines)</p> <p>5. Develops an online course consistent with institutional and FERPA guidelines</p> | <p>classroom time</p> <p>3. Directs/coaches competitive teams and performance ensembles</p> <p>4. Incorporates online modules for courses (consistent with institutional and FERPA guidelines)</p> <p>5. Develops an online course consistent with institutional and FERPA guidelines</p> | <p>syllabus reflecting the institution's approved format by the end of the first full week (secondary)</p> <p>3. Maintains approved class meeting times, duration, and location</p> <p>4. Makes every effort to return all graded assignments and tests within one week</p> <p>5. Provide an intra-term progress report for an individual student, when requested or required</p> <p>6. Submits grades in accordance with the Academic Calendar (postsecondary)</p> <p>7. Secondary faculty shall provide progress reports, quarter grades, and semester grades, for each secondary class, as well as emergency lesson plans as needed</p> <p>8. Maintains accurate records to document student performance. Secondary faculty shall submit grade books to the site school</p> <p>9. Maintains accurate</p> |
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|  |  |  |  | records to document student attendance. (Secondary and adult high school programs)<br>10. Maintains inventory of equipment as applicable |  |
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| Element                                                                                                                                                         | Superb<br>5                                                                                                                                                           | Satisfactory<br>2                                                                                                                                                                   | Improvement<br>Needed (0)                            |
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| <b>Institutional Assessment (20%)</b><br>4.1 Engaging in institutional assessment<br>4.2 Participating in program review as part of student learning assessment | 1. Complete assigned tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle schedule. | 1. Complete assigned tasks for each semester for program and/or course assessment, as specified in the assessment compliance matrix for the academic year (released in the spring). | Did not complete the Fall and Spring semester tasks. |

**Section 2: Enrollment Management Postsecondary ( \_\_\_ %) Not less than 5% and not more than 15%**

| Element | Superb<br>5 | Stellar<br>4 | Strong<br>3 | Satisfactory<br>2 | Improvement<br>Needed (1) |
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| Element                                                                                                                                                                                                                                       | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Satisfactory<br>2                                                                                                                                                                                                                                                                                                                                                                                              | Improvement<br>Needed (1)                                                                   |
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| <b>Recruiting</b><br>1.1 Recruiting students through various activities.                                                                                                                                                                      | In addition to meeting the criteria for Satisfactory, the instructor does three of the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | In addition to meeting the criteria for Satisfactory, the instructor does two of the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | In addition to meeting the criteria for Satisfactory, the instructor does one of the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Faculty member must meet the following criteria:                                                                                                                                                                                                                                                                                                                                                               | Faculty member did not meet the specified criteria for Satisfactory in the following areas: |
| <b>Academic Advisement and Retention</b><br>1.1 Advises students<br>1.2 Participates in student registration and orientation<br>1.3 Makes student referrals to support services<br>1.4 Facilitates student progress toward program completion | 1. Participates in one or more promotions of the GCC programs and recruitment of students<br>2. Co-develops students' individual educational plan for transfer toward program completion or declaration<br>3. Takes an active (initial and follow up) role in job placement by linking the student to employer<br>4. Creates a local employment directory of occupations for program majors<br>5. Co-develops students' individual educational plan for transfer and secures enrollment to a four-year institution<br>6. Participates in an institution recognized student mentoring program such as Project AIM. | 1. Participates in one or more promotions of GCC programs and recruitment of students<br>2. Co-develop students' individual educational plan toward program completion or declaration<br>3. Takes an active (initial and follow up) role in job placement by linking the student to employer<br>4. Creates a local employment directory of occupations for program majors<br>5. Co-develops students' individual educational plan for transfer to a four-year institution<br>6. Participates in an institution recognized student mentoring program such as Project AIM. | 1. Participates in one or more additional promotions of the GCC programs and recruitment of students<br>2. Co-develop students' individual educational plan toward program completion or declaration<br>3. Takes an active (initial and follow up) role in job placement by linking the student to employer<br>4. Creates a local employment directory of occupations for program majors<br>5. Co-develops students' individual educational plan for transfer to a four-year institution<br>6. Participates in an institution recognized student mentoring program such as Project AIM. | 1. Participates in two promotions of the GCC programs and recruitment of students<br>2. Upon initial advisement, develops student's educational plan in accordance with the departmental strategic plan for curriculum (except school health counselors and librarians)<br>3. Participates in formal student academic advisement (except school health counselors and librarians)<br>4. Maintains office hours |                                                                                             |
| <b>Transition</b><br>1.1 Assists students' placement in jobs<br>1.2 Assists students' transfer to a four-year institution                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                             |

| Element | Superb<br>5 | Stellar<br>4 | Strong<br>3 | Satisfactory<br>2 | Improvement<br>Needed (1) |
|---------|-------------|--------------|-------------|-------------------|---------------------------|
|         |             |              |             |                   |                           |

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**Note:** This section does not apply to the Enrollment Coordinator, Health Counselors, and Librarians. The percentage range from this section shall be applied to section 5.

**Section 2: Enrollment Management Secondary (\_\_\_\_%)** Not less than 5% and not more than 15%  
( \_\_\_\_ %) For Assistant Instructor shall be not less than 5% and not more than 10%

| Element                                                                                                                                                                            | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Satisfactory<br>2                                                                                                                                                                                                                            | Improvement<br>Needed (1)                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Recruiting</b><br>1.1 Recruiting students through various activities.                                                                                                           | In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does three of the following:                                                                                                                                                                                                                                                                                                                                                                                                                                              | In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does two of the following:                                                                                                                                                                                                                                                                                                                                                                                                                          | In addition to meeting the criteria for <i>Satisfactory</i> , the instructor does one of the following:                                                                                                                                                                                                                                                                                                                                                                    | Faculty member must meet the following criteria:                                                                                                                                                                                             | Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas: |
| <b>Academic Advisement and Retention</b><br>1.1 Advising students<br>1.2 Participating in student registration and orientation<br>1.3 Making student referrals to support services | <ol style="list-style-type: none"> <li>1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day</li> <li>2. Participates in one GCC postsecondary recruitment outreach activity</li> <li>3. Co-develops students' individual educational plan for transfer and secure enrollment to a postsecondary institution</li> <li>4. Coordinates and actively participates in a significant recruitment event at the GCC campus</li> <li>5. Participates in a site school recognized</li> </ol> | <ol style="list-style-type: none"> <li>1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day</li> <li>2. Participates in one GCC postsecondary recruitment outreach activity</li> <li>3. Co-develops students' individual educational plan for transfer to a postsecondary institution</li> <li>4. Coordinates and actively participates in a significant recruitment event at the GCC campus</li> <li>5. Participates in a site school recognized</li> </ol> | <ol style="list-style-type: none"> <li>1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day</li> <li>2. Co-develop students' individual educational plan for transfer to a postsecondary institution</li> <li>3. Coordinates and actively participates in a significant recruitment event at the GCC campus</li> <li>4. Participates in a site school recognized student mentoring program.</li> </ol> | <ol style="list-style-type: none"> <li>1. Participates in two promotions of the GCC programs and recruitment of students such as express registration and open campus day</li> <li>2. Participates in student academic advisement</li> </ol> |                                                                                                    |
| <b>Transition</b><br>1.1 Assisting students' transfer to a postsecondary                                                                                                           | <ol style="list-style-type: none"> <li>1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day</li> <li>2. Participates in one GCC postsecondary recruitment outreach activity</li> <li>3. Co-develops students' individual educational plan for transfer and secure enrollment to a postsecondary institution</li> <li>4. Coordinates and actively participates in a significant recruitment event at the GCC campus</li> <li>5. Participates in a site school recognized</li> </ol> | <ol style="list-style-type: none"> <li>1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day</li> <li>2. Participates in one GCC postsecondary recruitment outreach activity</li> <li>3. Co-develops students' individual educational plan for transfer to a postsecondary institution</li> <li>4. Coordinates and actively participates in a significant recruitment event at the GCC campus</li> <li>5. Participates in a site school recognized</li> </ol> | <ol style="list-style-type: none"> <li>1. Participates in one additional recruitment/promotion of GCC programs such as express registration and open campus day</li> <li>2. Co-develop students' individual educational plan for transfer to a postsecondary institution</li> <li>3. Coordinates and actively participates in a significant recruitment event at the GCC campus</li> <li>4. Participates in a site school recognized student mentoring program.</li> </ol> | <ol style="list-style-type: none"> <li>1. Participates in two promotions of the GCC programs and recruitment of students such as express registration and open campus day</li> <li>2. Participates in student academic advisement</li> </ol> |                                                                                                    |

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| Element     | Superb<br>5                   | Stellar<br>4                  | Strong<br>3 | Satisfactory<br>2 | Improvement<br>Needed (1) |
|-------------|-------------------------------|-------------------------------|-------------|-------------------|---------------------------|
| institution | student mentoring<br>program. | student mentoring<br>program. |             |                   |                           |

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**Section 3: Professional Development ( \_\_ %)Not less than 5% and not more than 15%**

| Element                                                                                                                           | Superb<br>5                                                                                                                                                                                                                                     | Stellar<br>4                                                                                                                                                                                                                                                                                             | Strong<br>3                                                                                                                                                             | Satisfactory<br>2                                                                                                              | Improvement<br>Needed (1)                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Continuing Education<br>1.1 Progressing toward advanced degree                                                                    | In addition to meeting the criteria for Satisfactory, the instructor does the following:                                                                                                                                                        | In addition to meeting the criteria for Satisfactory:                                                                                                                                                                                                                                                    | In addition to meeting the criteria for Satisfactory:                                                                                                                   | Faculty member must meet the following criteria:                                                                               | Faculty member did not meet the specified criteria for Satisfactory in the following areas: |
| 1.2 Attending professional development activities (e.g. seminars, conferences, workshops) excluding personal reading and research | 1. Completes degree in educational area                                                                                                                                                                                                         | 1. Completes two credited courses required in addition to the course necessary for advancement in rank (for non-degreed faculty)                                                                                                                                                                         | 1. Completes one credited course in addition to the course required for satisfactory necessary for advancement in rank (for non-degreed faculty)                        | 1. Completes a three credit course necessary for promotion or advancement (for non-degreed faculty)                            |                                                                                             |
| Or                                                                                                                                |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                         |                                                                                                                                |                                                                                             |
| 2. Completes three credited courses in addition to the course necessary for advancement in rank (for non-degreed faculty)         |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                         | 2. Participates in one discipline or education area professional development activity or credited course (for degreed faculty) |                                                                                             |
| + Completing course work as specified in each area satisfies all the requirements for that area.                                  |                                                                                                                                                                                                                                                 | For Degreed Faculty:<br>Completes two of the following:                                                                                                                                                                                                                                                  | For degreed Faculty:<br>Completes one of the following:                                                                                                                 |                                                                                                                                |                                                                                             |
| Professional Organizations                                                                                                        | For Degreed Faculty:<br>Completes a combination of three of the following:                                                                                                                                                                      | 1. + Completes a credited course necessary for growth in the field of study or related area, or growth in professional education, or growth in instructional technology (In this area each course will equal one of the combination and two courses may be used to satisfy the requirement for the two.) | 2. + Completes a credited course necessary for growth in the field of study or related area, or growth in professional education, or growth in instructional technology | 3. Participates in the institution's mentoring program (as a mentee for the first 2 years as a permanent faculty)              |                                                                                             |
| 2.1 Maintaining membership in professional organizations excluding membership in the Faculty Union                                | 3. + Completes a credited course necessary for growth in the field of study or related area, or growth in professional education, or growth in instructional technology. (In this area, each course will equal one of the combination and three |                                                                                                                                                                                                                                                                                                          | 3. Participates in one additional discipline, technology or education area professional development activity evaluation (formal/informal) of                            |                                                                                                                                |                                                                                             |
| 2.2 Attending professional meetings excluding attendance at                                                                       |                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                          | 4. Participates in peer evaluation                                                                                                                                      |                                                                                                                                |                                                                                             |

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| Element                                                                                                                                                                                                                                | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Stellar<br>4                                                                                                                                                                                                                                                                                                               | Strong<br>3                                                                                                                                                   | Satisfactory<br>2 | Improvement<br>Needed (1) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------|
| <p>Faculty Union meetings</p> <p>2.3 Holding office in professional organizations, except for an office that is compensated as defined in the BOT/GFT Agreement.</p> <p>Peer Mentoring</p> <p>3.1 Serving as a peer mentor/mentee.</p> | <p>courses may be used to satisfy the requirement for the three.)</p> <p>4. Participates in one additional discipline, technology, or education area professional development activity (minimum of two full days)</p> <p>(In this area each activity will equal one of the combination and three activities may be used to satisfy the requirement for the three.)</p> <p>5. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor)</p> <p>6. Holds an office/position in a professional organization</p> | <p>2. Participates in one additional discipline, technology, or education area professional development activity (minimum of two full days).</p> <p>3. Participates in peer evaluation (formal/informal) of professional effectiveness (as a mentor)</p> <p>4. Holds an office/position in a professional organization</p> | <p>professional effectiveness (as a mentor)</p> <p>5. Maintains membership in one professional organization and attends at least one professional meeting</p> |                   |                           |

CEU's are recognized as defined in the faculty job specifications

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**Section 4: Scholarly Activity/Creative Endeavors as applicable to your rank and job. (\_\_\_\_%) Not more than 10% May choose to not participate in this area**

| Element                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                       | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                             | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Satisfactory<br>2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Improvement<br>Needed (1)                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Institutional Contributions or efforts</b><br>1.1 Collecting, analyzing and reviewing information for institutional data reports and documents (e.g. ISMP, college related research, promotions)<br><br>1.2 Writing reports<br><br>1.3 Developing new programs and services<br><br><b>Presentations/Publications</b><br>2.1 Publishing articles, books, and reviews<br><br>2.2 Making presentations at local, regional, and national conferences<br><br>2.3 Developing web sites<br><br><b>Grant Activities/Research</b><br>3.1 Conducting research projects<br>3.2 Writing and obtaining grants | Faculty member must meet the following criteria:<br><br>1. Publishes book in his or her discipline or educational field<br><br>or:<br>2. Completes terminal degree in discipline or Education<br><br>or:<br>3. Publishes two articles for refereed publication (external source)<br><br>OR:<br>Completes 4 of the following:<br>4. Publishes one article for refereed publication | Faculty member must meet 3 of the following criteria:<br><br>1. Publishes an article for a refereed publication (external source)<br><br>OR:<br>Completes 3 of the following:<br>2. Presents at a regional, national or international conference (Multiple conferences may be used to satisfy the requirements for the three, provided they are identifiable different)<br><br>3. Creates and maintains a discipline specific, scholarly | Faculty member must meet 2 of the following criteria:<br><br>1. Publishes non-refereed article (Multiple articles may be used to satisfy the requirements for the two, provided they are identifiable different) (external source)<br>2. Submits an article for refereed publication<br>3. Presents at a local, regional, national or international conference (two conferences may be used to satisfy the requirements for the two, provided they are identifiable different)<br>4. Creates and maintains a discipline specific, | Faculty member must meet 1 of the following criteria:<br><br>1. Publishes non-refereed article (external source)<br>2. Gives a public presentation in his/her discipline beyond those required by job or PDRC (public lecture, community forum, etc.)<br>3. Creates and maintains a discipline specific, scholarly website +<br>4. Completes formal research project<br>5. Receives national, international, regional, state, or local award<br>6. Develops a new professional development course through continuing education | Faculty member did not meet the specified criteria for Satisfactory in the following areas: |

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| Element                                                                                                 | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Stellar<br>4                                                                                                                                                                                                                                                  | Strong<br>3                                                                                                                                                                                                                                                           | Satisfactory<br>2 | Improvement<br>Needed (1) |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------------|
| <b>Professional Recognition</b><br>4.1 Receiving awards and honors<br>4.2 Completing an advanced degree | \ (external source)<br>5. Presents at a regional, national or international conference (Multiple conferences may be used to satisfy the requirements for the four, provided they are identifiable different)<br>6. Creates and maintains a discipline specific, scholarly website +<br>7. Completes formal research project resulting in publication<br>8. Receives national, regional, state, or local award<br>9. Receives and manages grants or program agreements<br>10. Develops 4 new professional development courses through continuing education | website +<br>4. Completes formal research project<br>5. Receives national, regional, state, or local award<br>6. Receives and manages awarded grants or program agreements<br>7. Develops 3 new professional development courses through continuing education | scholarly website +<br>5. Completes formal research project<br>6. Receives national, international, regional, state, or local award<br>7. Applies for grants or program agreements<br>8. Develops 2 new professional development courses through continuing education |                   |                           |

+ Waiver liability for scholarly website must be obtained from the Academic Vice President (In line with academic freedom)

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**Section 5: Institutional Involvement ( \_\_\_\_ %) Not less than 5% and not more than 15%**

**Faculty that choose committee work as part of their workload shall not have less than 10% for this section and reduce Section 1 by 5%**

| Element                                                                                                                                                                                                                                                                               | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                | Satisfactory<br>2                                                                                  | Improvement<br>Needed (1) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------|
| <b>Committee Participation</b><br>1.1. Serving on institutional committees<br>1.2. Serving on Faculty Senate or College Governing Council                                                                                                                                             | In addition to meeting the criteria for <i>Satisfactory</i> , the faculty attends commencement in regalia and does three or more of the following:<br><br>1. Serves on any one of the following:<br>Senate President, Chair of CCA, LOC, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4.<br>2. Serves on a second institutional committee or Faculty Senate (for all faculty that a committee is not part of their full time workload.)<br>3. Serves on a second institutional committee (for all faculty that a committee is not part of their full time workload.) | In addition to meeting the criteria for <i>Satisfactory</i> , the faculty attends commencement in regalia and does two or more of the following:<br><br>1. Serves on any one of the following:<br>Faculty Senate President, Chair of CCA, LOC, CTC, Promotions, PDRC, Standards 1, 2, 3, or 4.<br>2. Serves on a second institutional committee or Faculty Senate (for all faculty that a committee is not part of their full time workload.)<br>3. Serves on a second institutional committee (for all faculty that a committee is not part of their full time workload.) | Faculty member must meet the following criteria:<br><br>1. Serves on 1 institutional committee (Article VII, Participatory Governance or serves on Faculty Senate) (for all instructional postsecondary faculty who choose to have committee work as part of their workload per Article XVIII, B4, a2)<br>2. Participates in department meetings<br>3. Serves as an advisor to a student organization (for professional ranks)*<br>4. Attends Convocation. | Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas: |                           |
| <b>Special Activities</b><br>2.1 Sponsoring campus events<br>2.2 Bringing speakers to campus<br>2.3 Updating and maintaining institution's online information<br>2.4 Recruiting students through various activities (Enrollment Coordinator, Librarians and School Health Counselors) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                    |                           |
| <b>Department Activity</b><br>3.1 Participating in department meetings                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                    |                           |

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| Element                                                                                                                                                                                                                                                                                                                                             | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Satisfactory<br>2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Improvement<br>Needed (1) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Student Involvement</b><br>4.1 Serving as an advisor to a student organization<br>4.2 Serving as a sponsor for student activities<br><b>Grant Activities/Research</b><br>4.1 Conducting research projects<br>4.2 Writing and obtaining grants<br><br>Note – Items in this section may be applied to the GCC campus and/or the assigned worksite. | institutional committee (for all Instructional postsecondary faculty who choose to have committee work as part of their workload per Article XVIII, B4, B4, a2)<br>4. Chairs special program, project, contest, task force, or similar activities<br>5. Chairs or co-chairs a significant campus event<br>6. Holds responsibility for maintaining special facilities<br>7. Serves as an advisor for a student activity<br>8. Serves as an advisor to a student organization (for non-professional ranks)<br>9. + Creates and maintains a department/program institutional webpage on MyGCC (for instructional faculty only)<br>10. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during | to have committee work as part of their workload per Article XVIII, B4, a2)<br>4. As a member assists with a special program, project, contest, task force, or similar activities<br>5. Chair or co-chairs a significant campus event<br>6. Holds responsibility for maintaining special facilities<br>7. Serves as an advisor for a student activity<br>8. Serves as an advisor to a student organization (for non-professional ranks)<br>9. + Creates and maintains a department/pro-gram institutional webpage on MyGCC (for instructional faculty only)<br>10. Demonstrates exceptional volunteer efforts for departmental or institutional improvement | 5. Attends faculty meetings scheduled by the College President, Academic Vice President, or Faculty Senate<br>6. Holds responsibility for maintaining special facilities<br>7. Serves as an advisor for a student activity<br>8. Participates in commencement ceremony in regalia<br>9. Serves as an advisor to a student organization (for non-professional ranks)<br>10. + Creates and maintains a department/pro-gram institutional webpage on MyGCC (for instructional faculty only)<br>11. Demonstrates exceptional volunteer efforts for departmental or institutional improvement | 5. Attends faculty meetings scheduled by the College President, Academic Vice President, or Faculty Senate<br>6. Holds responsibility for maintaining special facilities<br>7. Serves as an advisor for a student activity<br>8. Participates in commencement ceremony in regalia<br>9. Serves as an advisor to a student organization (for non-professional ranks)<br>10. + Creates and maintains a department/pro-gram institutional webpage on MyGCC (for instructional faculty only)<br>11. Demonstrates exceptional volunteer efforts for departmental or institutional improvement |                           |

| Element | Superb<br>5                                                                                                                                                                                                                                       | Stellar<br>4                                                                         | Strong<br>3                                                                          | Satisfactory<br>2 | Improvement<br>Needed (1) |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------|---------------------------|
|         | <p>webpage on MyGCC (for instructional faculty only)</p> <p>10. Demonstrates exceptional volunteer efforts for departmental or institutional improvement during the academic year.</p> <p>11. Receives and manages grant or program agreement</p> | <p>the academic year.</p> <p>11. Receives and manages grant or program agreement</p> | <p>during the academic year.</p> <p>11. Applies for a grant or program agreement</p> |                   |                           |

\* Refers to the Job Specifications found in Appendix A-1 (box definition) of the Agreement.

\* \*All components of this section apply to all faculty.

\*\*\*For secondary faculty members: Committee membership and participation at a secondary site will be credited in ways parallel to participation on GCC institutional committees, as outlined in the BOT/Union Contract. Examples include committees addressing secondary accreditation, safety, and school leadership.

+ Must receive approval from Dean and Office of Communications and Promotions prior to implementation or changing

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**Section 6: Community Service ( \_\_\_ %)Not more than 10% May choose to not participate in this area with the exception of professorial ranks\***

| Element                                                                                                                                                                                                                                                                                                                                                                                                                             | Superb<br>5                                                                                                                                                                                                                                                                                                                                                                                                   | Stellar<br>4                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Strong<br>3                                                                                                                                                                                                                                                                                                                                                                     | Satisfactory<br>2                                 | Improvement<br>Needed (1)                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------------------------------------------------------------|
| Voluntarily be involved in community service in his/her area of expertise or as it relates to the institution.                                                                                                                                                                                                                                                                                                                      | The faculty member must perform four more of the following:                                                                                                                                                                                                                                                                                                                                                   | The faculty member must perform three more of the following:                                                                                                                                                                                                                                                                                                                                                                                                                             | The faculty member must perform two or more of the following:                                                                                                                                                                                                                                                                                                                   | Faculty member must perform one of the following: | Faculty member did not meet the specified criteria for Satisfactory in the following areas: |
| <b>Community Service in Area of Expertise</b><br>1.1 Collaborating with teachers in schools<br>1.2 Collaborating with professionals<br>1.3 Serving as a consultant to external entities<br>1.4 Judging contests in area of expertise<br><b>Community Civic Service</b><br>2.1 Getting involved in community civic service<br>2.2 Maintaining active membership in a civic club<br>2.3 Serving as a volunteer for community programs | 1. Collaborates with teachers in schools<br>2. Consults with external entities and/or professionals<br>3. Serves as chief judge and coordinates judges for contest in area of expertise or as it relates to the institution<br>4. Serves as an officer in a civic organization<br>5. Organizes a community program<br>6. Creates and/or conducts a community-based research project<br>7. Conducts workshops, | 1. Collaborates with teachers in schools<br>2. Consults with external entities and/or professionals<br>3. Serves as chief judge and coordinates judges for a contest in area of expertise or as it relates to the institution<br>4. Serves as an officer in a civic organization<br>5. Organizes a community program<br>6. Creates and/or conducts community-based research project<br>7. Conducts workshops, seminars, outreach programs and other events designed to meet the needs of | 1. Collaborates with teachers in schools<br>2. Consults with external entities and/or professionals<br>3. Judges contest in area of expertise or as it relates to the institution<br>4. Maintains membership in a civic organization<br>5. Volunteers for community program<br>6. Participates in community-based research project<br>7. Conducts workshops, seminars, outreach |                                                   |                                                                                             |

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| Element | Superb<br>5                                                                                                                                                                                                                                                     | Stellar<br>4                                                                                                                                                                                                                                          | Strong<br>3                                                                                                                                                                          | Satisfactory<br>2                                                                                                                | Improvement<br>Needed (1) |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------|
|         | seminars, outreach programs and other events designed to meet the needs of special segments of the community (multiples of this item may be counted, provided they are identifiable different in content and activities).<br>8. Serves on boards or commissions | outreach programs and other events designed to meet the needs of special segments of the community (multiples of this item may be counted, provided they are identifiable different in content and activities).<br>8. Serves on boards or commissions | special segments of the community (multiples of this item may be counted, provided they are identifiable different in content and activities).<br>8. Serves on boards or commissions | programs and other events designed to meet the needs of special segments of the community.<br>8. Serves on boards or commissions |                           |

\* Refers to the Job Specifications found in Appendix A-1 (box definition) of the Agreement.

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## Section 7: Professional Standards (10%)

| Element                                                                                                           | Superb (5)                                                                                                                                                                                                                                                                                                                                                                                                                    | Satisfactory (3)                                                                                                                                                                                                                                                                                                                                                                                                 | Improvement Needed (0)<br>Faculty member does not meet the skills to be satisfactory in the following areas: |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1.0 Compliance with Work Rules and Regulations as applicable to one's specific duties and responsibilities. (40%) | <ol style="list-style-type: none"> <li>1. Is absent and tardy only in case of verified emergency.</li> <li>2. Shows exceptional observance of safety rules.</li> <li>3. Does exceptional job of housekeeping.</li> <li>4. Reports areas of improvement for established and approved procedures.</li> <li>5. Does an exceptional job in communicating in a timely manner with Administration and Department Chairs.</li> </ol> | <ol style="list-style-type: none"> <li>1. Is occasionally absent and tardy though excused.</li> <li>2. Consistently observes safety and security rules.</li> <li>3. Maintains a professional environment in office and classroom areas.</li> <li>4. Follows established and approved procedures.</li> <li>5. Responds in a timely manner to communications from Administration and Department Chairs.</li> </ol> |                                                                                                              |
| 2.0 Adaptability (10%)                                                                                            | <ol style="list-style-type: none"> <li>1. Makes excellent judgments on everyday issues.</li> <li>2. Identifies and analyzes problems and is proactive towards finding a solution.</li> <li>3. Able to maintain high performance standards in the face of changing situations (For Example: Natural disasters, classroom changes, school moves, etc.)</li> </ol>                                                               | <ol style="list-style-type: none"> <li>1. Makes appropriate judgments / decisions on everyday things.</li> <li>2. Generally recognizes a problem exists and is helpful towards finding a solution for it.</li> <li>3. Able to deal with changing situations (For Example: Natural disasters, classroom changes, school moves,</li> </ol>                                                                         |                                                                                                              |

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|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--|
|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                 | etc.) |  |
| 3.0<br>Communicative<br>Skills<br>(20%) | <ol style="list-style-type: none"> <li>1. Demonstrates excellent verbal and written communication skills.</li> <li>2. Consistently and clearly expresses thoughts and feelings and conveys them in a focused and concrete manner.</li> </ol>                                                                                                                                                                                                                                                                                         | <ol style="list-style-type: none"> <li>1. Demonstrates adequate verbal and written communication skills.</li> <li>2. Is generally concise and clear in expressing thoughts and feelings and conveys them in a focused and concrete manner.</li> </ol>                                                                                           |       |  |
| 4.0 Interpersonal<br>Relations<br>(30%) | <ol style="list-style-type: none"> <li>1. Recognizes conflicts that arise and acts to bring resolution to them.</li> <li>2. Respects other people and speaks about them in constructive and positive terms, and openly acknowledges their contributions.</li> <li>3. Maintains a professional, respectful and courteous relationship with other employees, supervisors and other administrators and officials of the College, which is helpful, friendly, cooperative, and free from resentment, hostility, and conflict.</li> </ol> | <ol style="list-style-type: none"> <li>1. Is helpful in preventing and resolving conflicts.</li> <li>2. Demonstrates willingness to receive constructive criticism and modify performance accordingly.</li> <li>3. Interacts with the public, clients of services, and students of the college in a friendly and cooperative manner.</li> </ol> |       |  |