JOHNSON COUNTY COMMUNITY COLLEGE
Distinguished Service Award

Purpose
Article XIII of the Agreement between the Johnson County Community College Board of Trustees and the Johnson County Community College Faculty Association states: “The Distinguished Service plan is intended to provide a systematic means for recognizing and rewarding excellence in job performance.”

Eligibility
All bargaining unit members who have completed five years of full-time experience at JCCC as a member of the bargaining unit shall be eligible for participation in this plan.

Criteria
Criteria for distinguished service status shall be as follows, with the designated weights by category being applied.

- Basic Job Responsibilities 65%
- Divisional Responsibilities 15%
- Institutional/Community 10%
- Professional Growth 10%

Items included under basic job responsibilities shall be based on the job description relevant to each position title in the bargaining unit, and emphasis under this category shall include innovation.

Portfolio

- Application Form: Complete the application form on the next page and include with your .pdf portfolio. (A checklist is included to assist you.)
- Self Evaluation: Summarize your activities and accomplishments during the past two years, with all comments addressed to the above four criteria. Activities that have been or are being financially rewarded by the college beyond the applicant’s base salary should not be included.
- Performance Review: Your supervisor must provide your most recent formal evaluation and may include a letter of support addressing the above four criteria.
- Peer Evaluation (optional): You may submit with your application up to three letters of support. Each must address the above four criteria.

Deadline
October 15, 2018, 5:00 pm
Johnson County Community College
Distinguished Service Award
Application

Name: _________________________________________________
Title: ___________________________________________________
Division: __________________________________

Years of Continuous full-time experience at JCCC as a member of the bargaining unit: ____

Applicant’s Signature:_______________________________ Date:_______________

Bargaining Unit Member is in good standing in the portfolio process: __________

Dean Signature: ________________________________Date:_______________

Applicant’s Checklist

1.) I have read all of the instructions and requirements of the Distinguished Service Award as stated in the Master Agreement. _____

2.) I have included a current job description of the position I am fulfilling.________

3.) I have included in .pdf format, this completed application form, all supporting letters if applicable, and any other supporting materials, with a combined total of no more than 50 pages) to support criteria (job description) as listed in section 3. D. of the Master Agreement. _____

4.) All Materials to be submitted electronically to the Faculty Development Office, LIB 375C or (esinn@jccc.edu) as a .pdf file, by 5pm on October 15th.
XIII. DISTINGUISHED SERVICE

1. Purpose

The Distinguished Service award is intended to provide a systematic means for recognizing and rewarding excellence in job performance.

2. Eligibility

All Bargaining Unit Members who have completed five Continuous Contract Years shall be eligible for nomination for a Distinguished Service award. However, any individual has the right not to participate.

3. Conditions

A. The Faculty Portfolio Process (or any future related development processes) will continue to be used as part of the formative evaluation used to enhance an individual’s professional development. The Faculty Portfolio Process will not be used as part of the summative evaluation for Distinguished Service unless included by the applicant. Eligibility for the award requires verification by their Dean that the Bargaining Unit member is in good standing in the Faculty Portfolio process.

B. In general, applications for Distinguished Service award should not include activities that have been or are being financially rewarded by the College beyond the applicant’s base salary.

C. The Distinguished Service award requires the nominee to provide designated written information as part of the application following supervisor, peer, or self-nomination. The application form must be filed with the office of the CAO.

D. Criteria for distinguished service shall be as follows, with the designated weights by category being applied.

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Basic Job Responsibilities</td>
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</tr>
</tbody>
</table>

Items included under basic job responsibilities shall be based on the job description relevant to each position title in the Bargaining Unit, and emphasis under this category shall include innovation.

E. Evaluation forms (supervisor, self and peer) used for determining Distinguished Service shall include the criteria listed in Section 3.D. above. Student evaluations shall only be used if applicable to the Bargaining Unit Member’s position title and only for the basic job responsibilities criteria category.

F. Distinguished Service awards shall be granted subject to the following criteria:

   i. Awards shall be made for a two-year period.
ii. A recipient of a two-year award may reapply for continuation of the award.

iii. Each recipient will receive a fixed-dollar amount which shall not be less than $2,000.00 annually.

iv. The award will be paid in two separate lump sum payments, in the Spring of each fiscal year, as long as the recipient is currently employed by the College at the time of the next scheduled award payment.

v. A recipient of the award may elect to have one or both payments donated directly to the JCCC Foundation fund for student scholarships.

vi. The award will not become part of the recipient's base salary.

4. Selection of Distinguished Service Recipients

The FA President shall choose an external judge to select award recipients from the pool of applications. The external judge selection shall have input and approval of the college President. The College shall pay the reasonable expenses of the judge. The judge will determine which applications from the pool will be recommended to Staff Development for Distinguished Service recognition. The judge shall make his/her determination solely on the basis of the written application and supporting materials. The confidential recommendations of the judge shall not be grievable.

5. Procedures

The procedures for the Distinguished Service award are as follows:

A. Applications must be submitted by October 15 of any given year.

B. Applications will cover a two-year period ending with activities performed up to June 30 of the previous fiscal year.

C. An applicant will submit a digital portfolio consisting of an application form, an annual summative evaluation form signed by his / her Dean, supporting letters if applicable, and any other related materials.

D. All applications will be reviewed for accuracy by the College Awards Committee. The College Awards Committee will consist of one Bargaining Unit Member with the title of full Professor selected from each division, and two academic administrators appointed by the CAO.

E. The confidential recommendations of the judge will be forwarded to Staff Development and the FA President on or before the date of the December Board meeting.

F. Faculty Development shall, after consideration of the judge's confidential recommendation, announce the awards.

6. Number of Bargaining Unit Members Receiving Awards

The number of Bargaining Unit Members to be awarded Distinguished Service will be annually determined by the College in consultation with the external judge and approved by the Board.