

### 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 applicant 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 Faculty Development.

D. Criteria for Distinguished Service awards shall be as follows, with the designated weights by category being applied:

Basic Job Responsibilities	40%
Divisional/Institutional Responsibilities	30%
Community Engagement	15%
Professional Development	15%

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. 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 \$2,500.00 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 Association 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 the Chief Academic Officer and the Faculty Development Office for Distinguished Service recognition. The judge shall make his/her determination solely on the basis of the written application and supporting materials and a supplied rubric. 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 portfolio consisting of:
  - Distinguished Service Application Form: Completed and signed by the applicant and Dean.
  - Personal Statement: A statement not to exceed five (5) pages, summarizing the applicant's activities and accomplishments during the past two (2) years with all comments addressing the award criteria.
  - Supporting Documents: Must address the two (2) academic years prior to the semester of application. Supporting documents may include, but are not limited to: peer letters of support, curriculum vitae/resume covering only the 2 year period, student evaluations, excerpts of publications, etc.

The application materials shall be submitted in .pdf format and cannot exceed sixty (60) pages total.

D. All applications submitted will be reviewed for accuracy by the College Awards Committee. The "College Awards Committee" will consist of one Bargaining Unit Member, with a minimum of ten (10) years continuous employment at the college selected from each division, and two academic administrators appointed by the CAO.

E. The College Awards Committee has the right to pull an application from consideration by majority vote of the Committee if it is determined an applicant has failed to meet any of the application requirements, which action shall also not be grievable.

F. The confidential recommendations of the judge will be forwarded to the Faculty Development Office, the Chief Academic Officer and the Association President on or before the date of the December Board meeting.

G. The Faculty Development Office 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, not to exceed ten awardees.

**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 60 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 15<sup>th</sup>.