



Frederick Community College Procedure

Section 3.00 Personnel Procedures	Procedure Number	3.12i
	Page	1 of 4
Faculty Rewards and Recognition Procedure	Policy Number	3.12
	Approved	4/9/08

A. Purpose

To recognize and reward exceptional faculty performance through peer nomination, self nomination, and Promotion and Equivalency Committee (PEC) continuous contract document (CCD) review

Criteria

1. Exceptional performance over the past year.
2. Continuous exemplary performance over a period of years

B. Nomination by Affinity Groups and Open Nomination

1. The Faculty Association (FA) chair will facilitate the nomination process and will coordinate all processes within this procedure. Open and Self Nominations should be sent to FA Chair. CCDs will be forwarded by PEC to the Vice President for Learning as usual.
2. Open and Self-Nominees may come from any full-time, continuous-contract faculty member. The CCD submitted to PEC as part of the 5-year continuous contract review process will automatically be considered for reward and recognition. The CCD will go directly to the VP for Learning for consideration.
3. Self Nominations and Open Nominations take the form of a Nomination Statement. Nomination statements are submitted to the FA chair for processing and forwarding to the VP for Learning.

a. Nomination Statement

Each nominator will write a 250-500 word statement that specifically explains how the nominee meets one or both of the criteria mentioned above. Guidelines for preparing statements will be provided. Statements may describe:

- Outstanding performance on an important project.
- Performance that goes beyond regular job expectations
- Exceptionally consistent and diligent long-term job performance
- Outstanding service to the profession

- Outstanding service to the College
- Outstanding service to the community

b. Final Selection

The Vice President for Learning in consultation with the Executive Leadership of Learning will select five faculty from the candidates.

C. Rewards and Recognitions

\$500 for each of the 5 recipients.

Rewards and Recognition Program Guidelines for Nomination Statements

BACKGROUND

Employees are nominated for the Reward and Recognition program by *Nomination Statements*, as described in the Rewards and Recognition Procedure (3.12i), Section B.3.a

Criteria

- Exceptional performance over the past year.
- Continuous exemplary performance over a period of years

Faculty involved in the 5-year continuous contract review process will automatically be considered for reward. Open and Self-nominations will be a 250-500 word statement that specifically explains how the nominee meets one or both of the criteria mentioned above. Guidelines for preparing statements are provided below. Statements may describe:

- Outstanding performance on an important project.
- Performance that goes beyond regular job expectations
- Exceptionally consistent and diligent long-term job performance
- Outstanding service to the profession
- Outstanding service to the College
- Outstanding service to the community

GUIDELINES

- Think of fellow colleagues doing an excellent work to make FCC the success that it is. Nomination Statements may discuss any or all of the criteria above.
 - Describe how the nominee is exceptional.
 - Explain how the nominee supports the mission and goals of the College.
 - Detail how the nominee has a long-term, consistent record of good performance, showing dedication and commitment to the College.
- Any full-time, continuous-contract faculty member is eligible (see note regarding probationary faculty).
- Every full-time, continuous-contract faculty member is eligible every year. There is no limit on the frequency with which an individual faculty member may be nominated and recognized for his or her excellence.
- You may make multiple Nomination Statements.
- Nomination Statements may be signed or anonymous.
- Five-year continuous contract review documents will automatically be considered for reward and recognition. These will be forwarded directly to the VP of learning once the PEC process is completed. No nomination statement is necessary; however, one may be submitted in addition to the continuous contract document.

- The Vice President of Learning will make all final selections of the Reward recipients

Faculty Rewards and Recognition Dates and Deadlines

Step 1: Nominations, on or about November 1 of each year

Open and Self Nominations

Any faculty member may nominate him or herself, or a colleague, provided the colleague being nominated is a full-time, continuous contract member of the faculty (See note regarding probationary faculty).

Continuous Contract 5-year Review

Five-year continuous contract review documents, having gone through the PEC process over the previous 12 months, are automatically considered. The faculty member need do nothing other than complete the documentation required by PEC as part of the 5-year, continuous-contract review process. No nomination statement is necessary; however, one may be submitted in addition to the continuous contract document.

Step 2: Nomination Deadline, November 30

Self Nominations, Open Nominations, and PEC documents must be submitted on or before November 30. Open and Self Nominations are submitted to the Faculty Association Chair for processing and delivery to the Vice President for Learning.

Continuous Contract documents completed by PEC after November 30 will have the relevant sections photocopied. These will be retained and considered with the nomination pool for the following year.

Step 3: Selection of Award Recipients, January 31

The Vice President for Learning will select up to five faculty for reward and recognition.

Step 4: Presentation of Awards, on or about the first Friday in February

The awards from the Rewards and Recognition Procedure will be presented at the annual Spring Convocation/Celebration of Excellence.

Note: Probationary Faculty

Those faculty who are in their three-year probationary period are not eligible recipients of FA Rewards and Recognitions. As they are required to submit a portfolio during each of their first three years, they would have been automatically considered four times in 8 years, while continuous contract faculty would automatically be considered only twice in a ten year period placing probationary faculty in an unfairly advantageous position. Probationary faculty may, however, nominate continuous-contract peers for rewards and recognition.

Approved by Faculty Association, March 10, 2008