

TOP RATING CRITERIA

To receive a top rating (EE – Consistently Exceeded Expectations of Job Requirements), a faculty member must fulfill his/her commitment to all areas specified by his/her PPE and demonstrate outstanding job performance by meeting one of the criteria listed in the top rating criteria.

The faculty member may choose to self-nominate for the EE rating by completing the nomination checklist and submitting it to the division chair, be nominated by a colleague, OR the faculty person may be selected to receive an EE rating by the division chair.

While reviewing the PPE of each employee, a division chair or dean should review the PPE with the understanding of what criteria meets the qualifications for that employee to receive an EE rating. Should the efforts detailed in the PPE match the criteria, then the division chair or dean would nominate that person for an EE rating. The list of the updated top rating criteria should be used as the guide when the reviewer makes a decision to rate someone's PPE as meeting the EE rank.

A reviewer may request specific documentation in one or more areas of criterion as evidence if the information in that area does not include sufficient explanation of outstanding contributions.

Criterion: INNOVATION, CREATIVITY, OR EXCELLENCE IN TEACHING

The faculty member has developed a teaching method to enhance student learning, critical thinking, or retention. Examples include, but are not restricted to, use of multi-media, student portfolios, and service learning. In any case, following one of the examples does not automatically confer the top rating. A reviewer may request specific documentation as evidence if the PPE does not include sufficient explanation of outstanding contributions. The outstanding performance must be in at least one category (innovation, creativity, or excellence.)

Criterion: LEADERSHIP

The faculty member has demonstrated outstanding performance in a leadership role such as committee chair, program coordinator, KCTCS ad-hoc committee member, division chair, or other positions. A reviewer may request specific documentation as evidence if the PPE does not include sufficient explanation of outstanding contributions.

Criterion: GRANTS/CONTRACTS

The faculty member has taken major responsibility for an externally funded grant or contract that supports the college's strategic plan. A reviewer may request specific documentation as evidence if the PPE does not include sufficient explanation of outstanding contributions.

Criterion: ADVANCED DEGREE

The faculty member has completed a doctoral degree, an additional graduate degree, or has obtained certification in a specialty area in his/her discipline from an accredited institution of higher education. A copy of the transcript and explanation of how this personal achievement benefits the college are required.

Criterion: INNOVATION, CREATIVITY, OR EXCELLENCE IN ADVISING

In addition to fulfilling basic advising responsibilities such as open registration and advance registration, the advisor has made a special contribution. Examples of such special contributions include, but are not limited to, the following:

- **taking on new advising responsibilities** requiring extensive retraining, collaboration, or increased duties.
- **providing leadership in collaborating** on agreements for transfers to or from other institutions.
- **developing a mentoring model**, such as new techniques or methods to enhance communication with advisees, which the advisor shares with other advisors through a professional development workshop or other means.

A reviewer may request specific documentation as evidence if the PPE does not include sufficient explanation of outstanding contributions. The outstanding performance must be in at least one category (innovation, creativity, or excellence.)

Criterion: INNOVATION, CREATIVITY, OR EXCELLENCE IN NON-TEACHING AREAS

The faculty member has demonstrated outstanding service to the campus through student activities or committee work and/or to the outside community by promotion the recognition and value of the college. The outstanding performance must be in at least one category (innovation, creativity, or excellence.)

Criterion: OTHER EXCEPTIONAL AND DISTINGUISHED CONTRIBUTIONS

The faculty member has made an exceptional and distinguished contribution not specifically described by the above criteria but connected in some way to the faculty member's role at the college. A reviewer may request specific documentation as evidence if the PPE does not include sufficient explanation of outstanding contributions.

Examples may include, but are not restricted to, a faculty member who has

- **Brought special recognition and distinction to the college** through such activities as publishing a scholarly work* or serving in a leadership capacity in a charitable, civic, or professional organization as a representative of the college or a representative of one's profession.

***When possible, the candidate for a meritorious rating should make available a copy of the publication either in the HCC Library or included as part of the performance review packet.**

- **developed and implemented a new degree program** or a new course not presently offered in the community college system.

- **provided outstanding sponsorship** of a student organization or student activities such as the literary magazine, PTK, the Hill, the academic team, or the student nurses' association.

Note to the Reviewer:

A faculty member may receive consecutive meritorious ratings for the same activity or contribution if a new outstanding effort is demonstrated.

Examples of activities or contributions include:

- a. If a faculty member receives an **EE** for obtaining a grant, he/she may receive a consecutive **EE** rating for outstanding effort at implementing that grant or may receive a consecutive **EE** rating for obtaining a new grant.
- b. A faculty member who sponsors a student organization may receive a consecutive **EE** rating if the student organization undertakes new projects (e.g., increases involvement in regional/national organization, increases organization's visibility on campus and/or the community) that demonstrate the sponsor's leadership and/or effort.
- c. A faculty member who implements innovative teaching techniques that impact students positively may receive a consecutive meritorious rating for implementing new teaching techniques.

TOP RATING CRITERIA CHECKLIST

The checklist should be included with the PPE submission to be considered for the EE rating.

(Self-Nomination) Faculty Name: _____

(Nominated by a colleague) Faculty Name: _____

(Selected by Division Chair) Faculty Name: _____

Evaluation Period: _____

Division: _____

Please select one or more criteria in which outstanding efforts were demonstrated:

_____ Innovation, Creativity, or Excellence in Teaching

_____ Leadership

_____ Grants/ Contracts

_____ Advanced Degree

_____ Innovation, Creativity, or Excellence in Advising

_____ Innovation, Creativity, or Excellence in Non-Teaching Areas

_____ Other Exceptional and Distinguished Contributions