

JOHNSON COUNTY COMMUNITY COLLEGE

Distinguished Service Award

Purpose

Article XII 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. An Individual Development Plan must be on file in the office of Staff and Organizational Development but will not be used as part of the summative evaluation for Distinguished Service status unless included by the applicant.

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. (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. You may attach no more than ten supporting documents.
- ❖ 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

The original and one copy of the portfolio are to be submitted to the office of the Director of Staff and Organizational Development, GEB 275, by October 15.

Attachment: Pgs. 42-44, Article XII. Distinguished Service, of the Agreement between the JCCC Board of Trustees and the JCCC Faculty Association

**JOHNSON COUNTY COMMUNITY COLLEGE
DISTINGUISHED SERVICE AWARD
APPLICATION**

Name and Title: _____

Division: _____

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

Signature: _____

**Immediate Supervisor (assistant dean, dean or vice president, as appropriate)
I acknowledge this application.** _____

Applicant's Checklist

- I have read all instructions, including the actual contract pages, and understand the requirements for this application.
- I have an Individual Development Plan filed in the office of Staff and Organizational Development.
- I have included my most recent evaluation.
- I have included my self-evaluation.
- I have included no more than three peer evaluations.
- I have checked to see that all evaluations address the four criteria: basic job responsibilities, divisional responsibilities, institutional/community responsibilities, and professional growth.
- I have included with my original portfolio, one copy that includes a one-paragraph statement highlighting my achievements and activities to be used in press releases.

XII. DISTINGUISHED SERVICE

1. Purpose

The Distinguished Service plan 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 years of full-time experience at Johnson County Community College as a member of the bargaining unit shall be eligible for nomination to participate in the Distinguished Service plan. However, any individual has the right not to participate in this plan.

3. Conditions

- A. The Individual Development Plan (IDP) will continue to be part of an ongoing formative evaluation used to enhance an individual's professional growth. It will not be used as part of the summative evaluation for distinguished service unless included by the applicant.
- B. In general, applications for distinguished service 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 plan is an active plan for which an individual will be required 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 Director of Staff & Organizational Development (GEB 275).
- D. Criteria for distinguished service 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.

- 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 one lump sum each year.
 - v. The award will not become part of the recipient's base salary.

4. Selection of Distinguished Service Recipients

The President of the college shall choose an external judge to select award recipients from the pool of applications. The Faculty Association shall provide input to the President regarding the selection of the judge, and such input shall be considered by the President in the selection thereof. The college shall pay the expenses of the judge. The judge will determine which applications from the pool will be recommended to the President for distinguished service. 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 plan 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 by the previous June 30.
 - C. An applicant will submit a portfolio consisting of an application form, evaluation forms, supporting letters if applicable, and any other related materials.
 - D. The confidential recommendations of the judge will be forwarded to the college President on or before the date of the December Board meeting.
 - E. The college President shall, after consideration of the judge's confidential recommendation, announce the awards.
 - F. The annual stipend shall be awarded the following January.
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 President or his/her designee in consultation with the external judge and approved by the Board.