



Development, Evaluation, Recognition – Administrative/Professional Faculty Procedure

Procedure Number: 425P

Responsible Office: Human Resources

Forms: Form 105-197, Form 105-198, Form 105-199

Effective Date: 2016

Date Last Reviewed: 02/22/2024

1. Purpose

To create an environment for administrative and professional faculty that promotes high performance and continuous improvement resulting in optimal efficiency and effectiveness in the delivery of services that foster student success.

2. Definitions

N/A

3. Procedure

- A. See VCCS Policy – [Section 3.6.1 - Administrative and Professional Faculty Development, Evaluation and Recognition Policy](#)
- B. Administrative and Professional Faculty Reward and Recognition Nomination Committee Composition and Procedures

The Committee on Committees of the College Senate will identify 7 full-time College members to participate in the Administrative and Professional (A&P) Reward and Recognition Committee as voting members and the Office of Human Resources will identify a staff member to sit on the committee.

The composition of the A&P Reward and Recognition Committee will be comprised of a member from each campus as well as a member of college staff, and will fulfill the category below:

- 2 Administrative Faculty
- 3 Professional Faculty
- 1 Teaching Faculty
- 1 Classified Staff

Responsibilities of the Committee will include the following:



- Receive all nominations for Administrative and Professional Faculty.
- Review and develop a rubric to evaluate nominations based on the criteria set forth in the 5-6 domains identified in the VCCS policy. These include the following:
 - Core responsibilities
 - Non-routine and/or strategic responsibilities and activities
 - College, community, and professional service
 - Professional growth and development
 - Management effectiveness (if applicable)

Within the budget allocation, identify rewards of up to \$2,000.00 for up to 20 individuals.