

## **Description**

### **REWARD AND RECOGNITION PLAN**

#### **Part 1—Introduction**

Purpose and philosophy. The Reward and Recognition Plan is intended to honor full-time teaching faculty whose exceptional professional accomplishments, contributions, and activities support the mission of the SVCC and the Virginia Community College System, promote a vigorous learning environment, and demonstrate extraordinary talent and potential in one or more performance domains: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service.

All full-time teaching faculty at SVCC are expected to meet high standards of performance expectations as prescribed elsewhere in this Faculty Development and Evaluation Plan. However, for faculty who substantially exceed those expectations in one or more domains of faculty activity, the college has designed this Reward and Recognition Plan to provide meaningful and timely recognition of professional excellence.

VCCS Policy 3.6.0.4(c) states, “Nominations for Reward and Recognition must come from the faculty member or their dean/supervisor.” Until otherwise amended by the State Board, this provision requires that nominations from individuals other than the faculty member or the dean/supervisor must be endorsed by the dean/supervisor.

The Reward and Recognition Plan adheres to a culture of evidence, in the belief that a faculty member’s documentary record of exceptional performance should be sufficient to establish the nature and extent of the faculty member’s participation, effectiveness, and achievement for which the reward or recognition is bestowed.

#### **Reward and Recognition Committee**

At the beginning of each academic year, the president of the college will appoint members of the Reward and Recognition Committee. Full-time teaching faculty members shall constitute a majority of the membership of the committee. The committee membership will also include at least one academic dean or higher-level academic administrator, at least one Student Services representative, and at least one Human Resources representative.

The term of appointments to the Reward and Recognition Committee shall extend to the end of the academic year for which members were appointed. Members may be reappointed to multiple and/or successive terms of service on the Reward and Recognition Committee.

A faculty representative to the Reward and Recognition Committee is eligible to be nominated to receive reward and/or recognition awards pursuant to the Reward and Recognition Plan during the member’s term of service on the committee. Committee members who are nominated for reward or recognition shall recuse themselves from reviewing their own applications. The Reward and Recognition Committee will meet as necessary to properly

administer the Reward and Recognition Plan.

## **Part 2—Faculty Recognition Program: Faculty Achievement Awards**

In order to be eligible to receive a Faculty Achievement Award, an individual must:

- Be a member of the full-time teaching faculty
- Have received an evaluative rating of “Meets Expectations” as of the most recently completed comprehensive faculty evaluation
- Be current in the establishment and assessment of Annual Performance and Professional Development Objectives.

Each year, a faculty member may receive multiple Faculty Achievement Awards as well as no more than one (1) Annual SVCC Teaching Faculty Excellence Award (described in Part 3).

### **Faculty Achievement Awards**

The college is committed to providing an invigorating learning environment for its students, faculty, and staff. To this end, the college has established the Faculty Achievement Awards as a means of recognizing, on an ongoing basis, extraordinary and exemplary contributions to the learning environment by full-time teaching faculty in one or more of the following areas: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service.

In order to acknowledge such behaviors and contributions by full-time teaching faculty, the Faculty Achievement Awards provide continuous opportunities for fellow faculty members, administrators, staff, students, and members of the community to identify full-time teaching faculty who should be considered for a Faculty Achievement Award. It is expected that Faculty Achievement Awards will be announced during the professional development activities at the end of each semester and that these awards will be more numerous than the Annual SVCC Teaching Faculty Excellence Awards.

### **Nomination Process for Faculty Achievement Awards**

Those who wish to recommend a faculty member for an award may do so at any time by submitting electronically an online nomination form using the following link: [Faculty Achievement Award Nomination](#)

### **Review and Selection of Faculty Achievement Awards**

The Reward and Recognition Committee will review nominations for the Faculty Achievement Awards in a timely manner, determine if the activity or contribution described is consistent with the intent and standards of the Faculty Achievement Awards Program, verify with the appropriate division dean the good standing of the faculty member with regard to APPDO's and current good standing with the evaluative process, and notify nominees if they are to receive an

award. The committee shall also make award recipients aware of any further steps necessary to take delivery of the award. Faculty Achievement Awards will consist of a certificate of recognition, publication of award winners to the college and community, and a commemorative keepsake that is of minimal value.

### **Part 3- Faculty Reward Program: Annual SVCC Teaching Faculty Excellence Awards**

The Faculty Reward Program recognizes exemplary achievement by faculty annually with the Annual SVCC Teaching Faculty Excellence Awards. Three Annual SVCC Teaching Faculty Excellence Awards will be given each academic year to full-time teaching faculty who have been nominated and selected for exemplary achievements, contributions, or activities in one of the following areas: Teaching, Scholarly and Creative Engagement, Institutional Responsibility, and Service.

In order to be eligible to receive an annual SVCC Teaching Faculty Excellence Award, an individual must:

- Be a member of the full-time teaching faculty who is not in the first year of full-time employment as full-time teaching faculty at the college;
- Have received an evaluative rating of “Meets Expectations” as of the most recently completed comprehensive faculty evaluation;
- Be current in the establishment and assessment of Annual Performance and Professional Development Objectives.

A faculty member may receive no more than one (1) Annual SVCC Teaching Faculty Excellence Award per academic year.

#### **Faculty may be nominated in any of the following areas:**

- **Teaching Effectiveness nomination criteria include:** a member of the full-time teaching faculty whose performance in the classroom or other instructional environment best exemplifies promoting student achievement, including:
  - Conducting extraordinary or innovative learning activities to the benefit of students;
  - Designing instructional materials to improve student learning;
  - Developing delivery modalities that expand student access;
  - Demonstrating exceptional achievement of student learning outcomes.
- **Faculty Scholarly and Creative Engagement nomination criteria include:** a member of the full-time teaching faculty who has achieved a significant scholarly accomplishment through research, publishing, and/or professional presentation, or who has achieved a significant creative accomplishment, including:
  - Research in the teaching discipline, instructional pedagogy, or instructional technology;
  - Publication in newspapers, magazines, scholarly journals, or other recognized media;

- Receipt of a major grant or significant contribution to grant development or review;
  - Production or public exposition of creative works in visual arts, performing arts, musical arts, literary arts, or other fine arts;
  - Presentation and/or major speech at professional organizations or events;
  - Honors, awards, or recognition from professional organizations.
- **Faculty Institutional Responsibility nomination criteria include:** a member of the full-time teaching faculty who has achieved a major accomplishment of significance or world-class quality that furthers the college's achievement of its strategic priorities, including:
    - Providing leadership for a major strategic initiative;
    - Chairing a committee or task force that leads to a significant improvement in student success, business processes, or instructional quality;
    - Singly or jointly achieving a major accomplishment of significance or world-class quality that supports the college's strategic plan or the strategic goals of the VCCS.
- **Faculty Community Service nomination criteria include:** a member of the full-time teaching faculty who has greatly impacted the college's image through community service and/or involvement, including:
    - Involvement in a community event such as charity fundraisers, events to foster diversity awareness, or other events designed to benefit the local community;
    - Volunteerism at a local community agency, school, or church;
    - Service on the board of a local community service agency.
- **Faculty Multicultural Enrichment nomination criteria include:** a member of the full-time teaching faculty who has demonstrated a high level of enthusiasm and commitment to helping the college celebrate the richness of different cultures and diversity, including:
    - Conducting activities or events that are designed to enhance diversity awareness, foster inclusivity, and celebrate multiculturalism at the college;
    - Developing and employing innovative teaching strategies that promote an inclusive learning environment;
    - Challenging and motivating others to be respectful of diverse cultures, to remove barriers to inclusion, and to foster an atmosphere of acceptance and support in the classroom and throughout the college.
- **Faculty Leadership nomination criteria include:** a member of the full-time teaching faculty who demonstrates leadership and commitment to the college, including:
    - Leadership and commitment to a strategic initiative;
    - Leadership and commitment to a special project;
    - Leadership and commitment to an organizational unit;
    - Leadership and commitment to a college committee.

## Nomination Process

At the beginning of the spring semester, the Reward and Recognition Committee will announce the opening of nominations for the Annual SVCC Teaching Faculty Excellence Awards. Nominations may come from the faculty member, their dean/supervisor, other employees of the college, or the VCCS. Nominations will be submitted electronically by using the following link to an online nomination form: [Annual SVCC Teaching Faculty Excellence Nomination Form](#). All nominations are due by March 15th. Faculty may be nominated for more than one award, but may only receive one award per academic year. The Reward and Recognition Committee will work with the selected nominee to provide supporting documentation for the review process. If a member of the committee is nominated, he or she will recuse him/herself from evaluating that nomination. The Faculty Rewards and Recognition Committee and divisional deans will review each application utilizing a scoring rubric available at the following link: [scoring rubric](#). All winners will be announced during the year end professional development meeting in May. Three recipients will be selected and awarded \$3,000 each (before taxes), a certificate, an honor cord to be worn with graduation regalia, and a commemorative keepsake.

### **Nominees' Responsibilities**

Nominees for the Annual SVCC Teaching Faculty Excellence Awards will be notified of their nominations by the convener of the Reward and Recognition Committee by March 15th. This notification will provide the area(s) in which the faculty member was nominated, guidelines for additional information to substantiate the nomination and the designated person to whom the additional information should be submitted. The nominee may choose to either accept the nomination or decline the nomination.

Submission of additional information by the nominee should contain clear and compelling evidence that supports extraordinary accomplishments in one of the six areas utilizing one or more of the examples listed under the areas. By March 31st, the nominee will forward the additional information to substantiate the nomination to the designated person.

Nominees will submit a portfolio that summarizes the accomplishment for which he or she was nominated. The portfolio should include supporting documentation that provides evidence of exceptional performance. Additionally, evidence of support of the college's mission, vision, and strategic plan should be included. The link for the portfolio can be found by following this link: [Portfolio](#)

By May 1st the Reward and Recognition Committee will select the recommended recipients and forward to the President for final approval.

**The table below summarizes key dates for the Reward and Recognition process.**

<b>March 15</b>	<b>Nominations for the Annual SVCC Teaching Faculty Excellence Awards due to the Reward and Recognition Committee convener.</b>
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<b>March 31</b>	<b>Documentation from nominee to be forwarded to the designated Reward and Recognition Committee member for Review by the Reward and Recognition Committee.</b>
<b>May 1</b>	<b>Recipients of the Annual SVCC Teaching Faculty Excellence Awards selected by Reward and Recognition Committee and forwarded to the President for final approval.</b>
<b>End of Academic Year Professional Development Days</b>	<b>Annual SVCC Teaching Faculty Excellence Awards presented.</b>

**Part 4- Funding the Reward and Recognition Plan**

The plan will be funded on a fiscal-year basis. For each fiscal year, contingent upon availability of resources, in support of the plan, the college will provide funding at a minimum of \$150 per full-time teaching faculty position, including both filled and vacant positions. In the event that all funds allocated are not utilized, remaining funds may be reallocated to other operational areas of the college as needed.

**Part 5- Assessment of Reward and Recognition Effectiveness**

Every two years, the Reward and Recognition Committee, with assistance from the Office of Institutional Research, will conduct an assessment of the plan. The assessment may include, but not be limited to, assessment of faculty’s opinion of how well the plan is understood, how well requirements and deadlines are communicated, effectiveness of administration of the program, the effectiveness of the plan to encourage faculty to exceed performance expectations and strive for professional efforts, and how effectively the plan supports the mission and strategic plan of the college.

