

Professional Recognition Board

1. Purpose: The Professional Recognition Board (PRB) reviews sabbatical applications and nominations for the Allen Griffin Teaching Award and makes recommendations to the President.
2. Membership: The membership includes one administrator and five faculty members. The administrator is appointed by the President; the faculty members are appointed by the Academic Senate and should be as widely representative of the faculty as possible. Faculty members serve three year terms. Terms are staggered: Year one sees one member replaced; year two, two members replaced; year three, two members replaced; year four, one member replaced, etc. Members may not be reappointed at the end of their term. A faculty member who is applying for a sabbatical may not serve.
3. Structure: The administrator serves as a co-chair of the PRB. At the beginning of the board's work in the fall, the faculty members elect the other co-chair. The faculty co-chair serves a one-year term.
4. Confidentiality: The deliberations of the PRB are confidential. Members of the PRB will not discuss any aspect of their deliberations with MPC colleagues or with the applicants themselves. In addition, members of the PRB will not share: (1) the names of sabbatical applicants, (2) the content of their applications, (3) the names of the nominees for the Allen Griffin Teaching Award, or (4) the content of the nominations. Finally, members of the PRB will not offer personal advice or counsel to individuals seeking to write a sabbatical application or a nomination for the Allen Griffin Teaching Award.
5. Sabbaticals
 - a. Timeline: Article 8.15.9.1 of the 2007-2010 MPCTA agreement states:

Sabbatical leave applications shall be submitted to the Professional Recognition Board (PRB) by October 1 of the academic year preceding the academic year in which the leave is to be taken.

The administrator on the PRB will remind faculty members of the deadline at least two weeks in advance. Application forms will be available on-line and in the office of the administrative co-chair.

The PRB will receive sabbatical applications in the office of the administrative co-chair.
 - b. Criteria: The application form and the announcement will include the criteria by which applications will be evaluated. These criteria are:

- 1) Benefit to the College's programs and students
- 2) Relevance and importance to the faculty member's assignment
- 3) Need for a sabbatical to accomplish goal(s)
- 4) Clear and achievable objectives

The four criteria are equally weighted.

- c. Principles and Procedures: Within the following parameters, each PRB will establish its working procedures at the first meeting of the academic year.
 - 1) Scoring must be based on the information in the application. No committee member may provide additional information about an applicant or advocate for or against an applicant based on knowledge not included in the application packet. This does not preclude PRB members from bringing their knowledge and experience to bear on the scoring process or from helping other PRB members understand an application.
 - 2) Each member will score all applications prior to the meeting where the decision will be made and will rank the applicants according to their relative scores (from 1 to N).
 - 3) Members' scores and rankings will be anonymous.
 - 4) The ranking of applications will take place at a meeting of the PRB
 - i. All members must be present.
 - ii. Each member will bring a completed scoring sheet and a ranking of applicants based on the scores.
 - iii. An initial committee ranking will be computed based on the members' individual rankings.
 - iv. The committee will review and discuss the results of the initial ranking. This discussion will allow PRB members to explain their rankings and to understand the basis of major differences in rankings, should there be such. A second ballot may be taken.

d. Reporting: The PRB co-chairs will inform the president of the results of the board's deliberations. The report will include the names of all applicants, their relative rankings, and a brief summary of the process. .

6. Allen Griffin Teaching Award

- a. Definition: The Allen Griffin Teaching Award is an annual award funded by the Community Foundation for Monterey County to reward and stimulate outstanding teaching.
- b. Eligibility: The Allen Griffin Award winner must be a full-time classroom teacher with at least three years of classroom teaching

experience who has taught for the past two years at MPC. Previous award winners are not eligible.

- c. Timeline: MPC's selection of its Allen Griffin Award winner is due at the Community Foundation in early March. The PRB will request nominations in early November with a deadline in early December.
- d. Nominations: Nominations should present evidence that the nominee has demonstrated sustained excellence in classroom teaching and has had a positive impact beyond the classroom at MPC, in his/her profession, and in his/her community.
- e. Selection: By majority vote, the PRB will determine whether each of the nominees meets the standard of sustained classroom excellence and positive impact. Each member of the PRB will rank those nominees who meet the threshold and a final ranking will be computed from the individual rankings. The PRB may determine not to recommend anyone to the president.