# BNSF Railway Faculty Achievement Award Program

## 1986 – Present

**INFORMATION**

Through a gift from BNSF Railway, five cash awards of $1000 will be made each year to recognize outstanding faculty performance at Johnson County Community College. The program was initiated in 1986 and revised in 1995.

**ELIGIBILITY**

Full-time instructors, counselors and librarians who are regular members of the staff and who have completed at least three years of service in their present position may be considered.

**NOMINATIONS**

A nomination is submitted to the employee’s division office by any of the following:

* an eligible employee him/herself
* a divisional colleague
* a program or division administrator
* another college staff member
* a student

The division will review the nominations and select nominees. Each division will establish its own applicant review process. Divisional nominations will be sent to the Vice President of Academic Affairs/CAO for review and endorsement. The divisions’ final nominations will be submitted to Faculty Development by the Vice President of Academic Affairs/CAO by December 15.

The number of nominees will be based on size of division – one nominee for every 15 full-time staff in a division. If a division has fewer than 15, that division may submit one nominee every year.

**PORTFOLIO**

Each nominee will prepare an electronic portfolio in .pdf format with the following:

* a cover letter of nomination by the division administrator or nominee’s supervisor
* a current resume
* a personal statement of no more than three pages
* a copy of the nominee’s job description
* supporting documents (no more than 10 separate documents, with a combined total of no more than 30 pages)
	+ Each additional letter of support counts as one document (excluding the division administrator’s nomination letter).

An external judge will assess portfolios using the attached guideline for evaluation criteria. The judge will not consider portfolio evidence dated prior to August 1, 2018.

**AWARDS**

**Nominees**

All nominees who submit approved portfolios will receive a plaque and a monetary award of $250.00.

**Award Recipients**

The external judge will select five award recipients. Each recipient will receive a plaque and a monetary award of $1000.

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## Judging Criteria

Directions: Based on the portfolio you have considered, please evaluate the candidate according to the following criteria. Some criteria will not be applicable; if you cannot judge based on the information available, circle the "O" column.

|  |  |  |
| --- | --- | --- |
|  | Does not applyCannot judge | 1 = Strongly Disagree 5 = Strongly Agree |
| 1. LEADERSHIP
 |  |  |  |  |  |  |
| * 1. Evidence of leadership in professional areas
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Evidence of innovation in the profession or workplace
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Progression of increased responsibility
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Evidence of variety of experience
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Contributions to the profession as evidenced by publication, presentations, showings, special projects, etc.
 | **0** | **1** | **2** | **3** | **4** | **5** |
| 1. BASIC JOB RESPONSIBILITIES
 |  |  |  |  |  |  |
| * 1. Evidence of exceptional job performance
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Quality of interaction with students and faculty
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Evidence of currency in professional knowledge and practical application
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Evidence of effective communication skills
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Evidence of use of technology in work with students
 | **0** | **1** | **2** | **3** | **4** | **5** |
| 1. SERVICE
 |  |  |  |  |  |  |
| * 1. Quality of service to the department/division
 | **0** | **2** | **4** | **6** | **8** | **10** |
| * 1. Quality of service to the college
 | **0** | **1** | **2** | **3** | **4** | **5** |
| * 1. Quality of service to the community
 | **0** | **1** | **2** | **3** | **4** | **5** |
| 1. COMPARATIVE ANALYSIS
 |  |  |  |  |  |  |
| Adding the above points, this nominee scores |  |  |

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## 2020-2021 CALENDAR

2020-21 Writing/Portfolio consultant: Marilyn Senter

**For fairness, all dates on this calendar are firm.**

TBA by Division Nominations are due in the applicant’s division office.

TBA by Division Dean seeks endorsement of all nominees from Vice President of Academic Affairs/CAO or his designee.

December 15 Division nominee names forwarded via the Vice President of Academic Affairs/CAO to Faculty Development office (LIB 375) by 5 p.m. (**NAMES ONLY)**

January BNSF Award Orientation (details to be announced on InfoHub)

March 5 ~~February 28~~ One copy, in PDF form, of the portfolio is due in the Faculty Development office via email at esinn@jccc.edu and fjenab@jccc.edu by 5 p.m.

May 1 BNSF Railway/All Staff Awards Luncheon

11:30 a.m. – 1:00 p.m. in Regnier Center 101