

CHAPTER 12

ADMINISTRATIVE ACHIEVEMENT AWARDS

At the heart of the Administrative Achievement Award is Foothill-De Anza's desire to create an environment that fosters, sustains, and rewards professional growth as well as excellence in leadership and administration. Consequently, the essence of the program is thoughtful, reflective engagement with professional growth and excellence, rather than simple procedural compliance. All eligible administrators are encouraged to accept the challenge of participating in this program, which honors performance that reaches beyond basic expectations and the ordinary duties of one's job.

PURPOSE

- 12.1 The purpose of the Administrative Achievement Award is to reward excellence in the performance of an administrator's assigned duties and provide incentives to administrators to enhance their performance through continuing education, leadership and professional activities and service to the district and community.

ELIGIBILITY

- 12.2 An administrator must have completed at least 4 years as an administrator in the district and served at least one year at the top step of the administrative salary schedule. Service as an "acting" or "interim" administrator shall count towards eligibility if all other eligibility requirements are met.

Grant or Categorically Funded Administrators are eligible for an Award if the grant funds are available to support the award.

Administrators who are hired at a step other than Step A and who do not have other eligible years in another district position, shall not be eligible for an Administrative Achievement Award until they have completed four (4) years of required service.

REQUIREMENTS

- 12.3 An administrator must have received an evaluation of good solid performance or better on the Position Responsibility Rating and the Annual Goal Rating on the most recent comprehensive evaluation completed within the three-year period immediately preceding the award application.
- 12.4 An administrator must have completed nine quarter units (or six semester units) or their equivalent within the preceding four years in one or more of the following:
- 12.4.1 Credit course work that is related to the administrator's assignment, academic growth and development. Courses shall be upper division unless otherwise approved by the appropriate vice president, vice chancellor, or college president.

- 12.4.2 Participation in or attendance at conferences, workshops and/or non-credit courses approved by the appropriate vice president, vice chancellor or college president. Eighteen hours of this activity shall equal one quarter unit. One day of conference participation shall be equal to 6 hours.
 - 12.4.3 Professional activities or projects approved by the appropriate vice president, vice chancellor, or college president. The number of hours and projects must be approved in advance. Eighteen hours of approved activity shall equal one quarter unit.
- 12.5 An administrator must also complete special service activities, which shall consist of documented service during each of the four years of the report period. Special service to the District includes, but is not limited to:
- 12.5.1 The commitment of extra time and effort to department, division, college, or District activities: for example chairing special task groups such as, accreditation teams, strategic planning implementation groups, EIS implementation committee, and bond measure planning/design committees. Chairing or participating in committees and projects that are required activities shall not be included. For example, chairing a Tenure Review or Hiring committee for an employee in the administrator's division or department shall not be considered special service.
 - 12.5.2 Development and/or implementation of special projects or programs that contribute to educational excellence, productivity or effectiveness of the college or district.
 - 12.5.3 The assumption of an active leadership role on regional, state or national level

APPLICATION

- 12.6 The administrator shall submit the application for an award using Appendix B. The individual administrator shall have the entire responsibility for filing a timely and complete application. The following documents are required:
- 12.6.1 A cover letter of application submitted to the college president for Foothill or De Anza administrators or to the chancellor for Central Services administrators;
 - 12.6.2 Copies of transcripts and/or evidence of Professional Growth Activities;
 - 12.6.3 An outline of the special service activities for each of the four years of the Award period; and
 - 12.6.4 Copies of the most recent standard performance evaluation including the administrator's self-evaluation.

- 12.7 Applications must be received no later than April 30 of each year. If recommended by the president or chancellor and approved or ratified by the Board of Trustees, the award will be paid in monthly installments beginning with the July payroll.
- 12.8 The award shall be granted by the Board of Trustees upon the recommendation of the chancellor and the appropriate college president or vice chancellor. Such recommendations shall be based on their professional judgment that the eligibility, spirit, and criteria of the award have been met.

AWARD AMOUNTS

- 12.9 Award amounts are granted as follows:
- 12.9.1 The **first** AAA shall entitle an administrator to receive \$3,000 per year. After the first award has been received for four years, the administrator shall be eligible to apply for a second award.
- 12.9.2 The **second** AAA shall entitle the administrator to receive an additional \$3,750 per year (a total of \$6,750). After the second award has been received for four years, the administrator shall be eligible for a third award.
- 12.9.3 The **third** AAA shall entitle the administrator to receive an additional \$4,250 per year (a total of \$11,000 per year). After the third award has been received for four years, the administrator shall be eligible to apply for a fourth award.
- 12.9.4 The **fourth** AAA shall entitle the administrator to receive an additional \$4,500 per year (a total amount of \$15,500).
- 12.10 After the fourth award, the administrator shall continue to receive the awards earned in the AAA program as long as he or she remains an eligible employee of the district but shall not be eligible for additional awards.
- 12.11 An administrator may receive no more than a total of four awards (PAA and AAA) as faculty member or administrator.
- 12.12 Awards do not accrue to base salary and are not eligible for COLA increases.

ELIGIBILITY DATE

- 12.13 In establishing an eligibility date, the following guidelines will be used:
- 12.13.1 A faculty member who is reassigned from faculty to administrator may use earned faculty years of service towards eligibility for an Administrative Achievement Award. However, the administrator may not receive eligibility for both an Administrative Achievement Award and a Professional Achievement Award for the same years of service or for the same professional growth or

service activities. The faculty member shall retain all prior PAA awards but is entitled to no more than a total of 4 awards combined.

- 12.13.2 An administrator who is reassigned from an administrator to a faculty position may use administrative years(s) towards eligibility for a Professional Achievement Award. However, the faculty member may not receive eligibility for both an Administrative Achievement Award and a Professional Achievement Award for the same years of service or for the same professional growth or service activities. An administrator retains all prior AAA awards but is entitled to no more than a total of four (4) awards.

NOTE: The Administrative Achievement Award was discontinued effective June 30, 1998 through June 30, 2008 and reinitiated as of July 1, 2008. Administrators continued to receive all awards earned prior to June 30, 1998 during the suspension period.