Appendix I
Academic Discipline Peer Award (ADPA)

General Information:

The Academic Discipline Peer Awards are designed to recognize excellence in Brevard Community College's full time faculty members in the ten (10) Discipline Clusters listed below. Ten (10) percent of the eligible full time faculty members for each of these Discipline Clusters will be recognized. The number of awards in each cluster will be limited by the ADPA budget approved by the Board of Trustees. The awards are based on performance from the previous calendar year. No faculty member may be awarded more than one ADPA each year.

Each ADPA award will be in the amount of $1,250, which will be added to the faculty member's base salary in the academic year following the year in which the award was approved. ADPA will be finalized as part of the budget and, if approved, applied to the faculty members' base salaries effective in August.

Eligibility Requirements:

All full time faculty members who have fulfilled the instructional duties and assignments for the previous full calendar year and have been rated "satisfactory" on their most recent Faculty Evaluation (see Article 9) are eligible to apply for ADAP.

Discipline Cluster applications are available from the Assigned Administrator's office (see below). Applications will also be made available electronically.

Criteria for the awards, determined by each Discipline Cluster, must be made available for review by faculty members college-wide a minimum of thirty (30) days prior to the application deadline.

Selection Committee:

ADPA will be recommended by a committee within each Discipline Cluster below. All full time faculty members, regardless of instructional site assignment, will be included in one of the ten (10) instructional areas listed below:

Discipline Cluster	*Assigned Administrator*
1. Health Sciences Campus	Provost or designee, Titusville
2. Business/Legal/Office Technology/ Culinary Arts	Provost or designee, Cocoa Campus
3. Technologies/Computer Sciences/ Criminology/Law Enforcement	Provost or designee, eBrevard
4. English/Communications/Speech/	Provost or designee, Melbourne Campus

Journalism/Foreign Language
5. Humanities/Fine Arts/Music   Provost or designee, Palm Bay
                                                      Campus

6. Library Sciences   Provost or designee, Titusville
                                                      Campus

7. Mathematics   Provost or designee, Cocoa Campus
8. Science   Provost or designee, eBrevard
9. Social/Behavioral Sciences   Provost or designee, Melbourne
                                                      Campus

10. Education/Child Development   Provost or designee, Palm Bay
                                                      Campus

The Assigned Administrator will serve as the non-voting chair of the Discipline Cluster
ADPA Committee and be responsible for organizing the committee and communicating
the committee's recommendations to the President, in accordance to the award timeline
(see below).

Each committee will consist of five (5) full time faculty members, selected by the faculty
within each cluster. One representative from each discipline cluster will be chosen from
each campus whenever possible. Each committee may recommend for ADPA up to ten
(10) percent of the total number of eligible full time faculty members with the cluster.
The number of actual awards will be rounded up to the next whole number.

Award Timeline:

The ADPA process begins in January and ends in April of each year. If any of the dates
listed below fall on a day the college is closed, the subsequent workday will be
considered the appropriate deadline

By January 31 of each year, the Assigned Administrator will begin the ADPA process by
soliciting membership for the ADPA Discipline Cluster committee. In the event more
than five (5) full time faculty members wish to serve on a given committee, the Assigned
Administrator will arrange for a Discipline Cluster vote to determine the final make up of
the selection committee.

Once the selection committee has been finalized, the Assigned Administrator will help
coordinate a time for the committee to meet and determine its guidelines/criteria (see
below). The criteria for each Discipline Cluster committee must be established and
published by the 15th of February.

All application materials will be submitted by March 15. The selection committee within
each cluster will then determine which, if any, awards will be recommended to the
President. The recommendations will be forwarded to the President's office by March 31
of each year. Faculty not recommended for ADPA will be informed, in writing, by the
Assigned Administrator, also by March 31.

The President will inform selected faculty of their ADAP by April 15 of each year.

Procedure for Applying:

The ADPA is for performance during the previous calendar year, and the Discipline Cluster application will reflect this timeframe. A faculty member may initiate his/her own Discipline Cluster ADPA application, or it may be initiated by a colleague, his/her Campus Provost or any other college administrator. It is the responsibility of the person sending in the application to supply information he/she deems appropriate for the nominee. The nominee may review the application packet prior to submission, if said application was not initiated by the nominee.

All application materials must be submitted directly to the Assigned Administrator's, as indicated above. The Assigned Administrator is responsible for disseminating the submitted materials to the Discipline Cluster's ADPA selection committee. All application materials and the ADPA committee recommendations of all candidates shall be submitted to the President's office by the deadline established above. Once the entire process is complete, all application materials will be returned to the faculty member.

Noncompliance with the application process may result in disqualification of the ADPA Application.

Guidelines/Criteria:

Due to its often unique nature, each Discipline Cluster ADPA Committee has autonomy in the development of criteria guidelines used to determine ADPA recommendation, though it is suggested that the entire Discipline Cluster also have a voice in its development. Once established, the criteria must be made available for review by faculty members college-wide a minimum of thirty (30) days prior to the application deadline. Though criteria may be refined from year to year by a Discipline Cluster Committee, consistency should be maintained as often as possible.

Discipline Cluster award criteria in each instructional area should include emphasis on evidence within one's instructional teaching mission. The Committee may consider any of the following areas of performance as possible justification for ADPA recommendation:
   a. Outstanding teaching/instructional performance
   b. Outstanding contributions to a discipline
   c. Outstanding contributions to the college, division, or department
   d. Outstanding contributions to the community, as related to the college's mission
   e. Other accomplishments deemed appropriate by the Discipline Cluster ADPA Committee

Any activity that goes beyond the faculty member's normal scope of responsibility, or that is within the normal scope of responsibility but is performed at an outstanding level,

is an activity that is potentially meritorious. The decision as to whether or not such an activity actually is meritorious is a subjective one that is made individually by each of the five (5) voting committee members, who must consider whether it can be tied to the college mission.

It is recommended that each Discipline Cluster ADPA Committee, when establishing and/or revising guidelines/criteria, limit an application packet to ten (10) pages of narrative, including documents providing evidence of excellence.

Failure to be recommended and/or selected for ADPA is NOT subject to the grievance process.