

Multi-Year Contract (MYC) Application Overview

Use these five steps to prepare your MYC materials. In your MYC materials, include only activities and accomplishments that occurred from **the beginning of Summer 2022 – the end of Fall 2024**.

1. **Complete your 2023/2024 Self-Assessment for your Annual Appraisal:** A self-evaluation document is no longer required for the MYC packet. Faculty self-assessments from the two Annual Performance Appraisals included in the MYC packet documents your activities during the 2022-2023 and 2023-2024 academic years. Please make sure to be thorough in documenting all activities for the academic year (Summer, Fall, and Spring) under review in your self-assessment. Annotations that convey the significance or time-commitment an activity may have required are encouraged! Our district faculty is diverse- many of your valuable activities may not be fully understood without your annotations explaining their significance!
2. **Complete the MYC Summer/Fall Addendum document** (provided on the COE website under "contracts") to document your Summer/Fall 2024 activities. This allows you to document all activities not included in your annual appraisal for the previous two years.
 - a. All items accomplished during the Summer and Fall 2024 semesters should be in past tense.
 - b. Spell check your addendum.

It is worth repeating that in these documents, you are *encouraged* to include explanations. This is your "seat at the table" when your MYC packet is being reviewed--your chance to ensure that your Associate Dean/Director, Dean, Council on Excellence members, your Campus Provost, and any other administrator reading your self-evaluation understands the accomplishments that make you an excellent faculty member.

Please do not use acronyms. Remember that faculty expertise and accomplishments are very diverse and are not always self-explanatory to all.

TIPS:

- If you have published, presented, attended- feel free to add a few sentences to explain anything that was particularly time consuming or prestigious!
 - If you completed coursework of any kind, spell out the course name rather than using acronyms! Specify the type of credit earned and elaborate on how this is valuable to your students--how does it contribute to your excellence as a Collin faculty member?!
 - If you listed developing courses as college-service, make sure that you *state that you received no stipend/course release*. Courses written with compensation are not college service. Additionally, specify the significance of the course developed. Is it brand new or a substantial revision? Work done to keep your classes current should not be listed as college service.
 - If you earned CEUs, list the context in which the CEUs were earned in the appropriate category. Specify the significance of the listed CEUs (required for the position, enhancing the position by, etc.). Make sure you elaborate so that it is clear how this is valuable to your students--how does it contribute to your excellence as a Collin faculty member?!
 - If you served on a committee that is discipline specific, state how significant your service on that committee has been. Was it a committee that met once a semester or once a week? How did this service contribute to the college?
 - Do not include every meeting you attended. If you served on a certain committee, it is expected that you attended meetings. Do *not* include meetings that you are required to attend for employment: department meetings, Graduation, All College Day, etc.
3. **Complete your Board Report:** AFTER you have completed your self-assessments and your MYC Summer/Fall addendums, create your Board Report using the Collin College Board Report App by listing your *most outstanding* achievements and contributions to the college. This is your "highlight reel!" Use the *Board Report Instructional Guidelines* doc to complete your Board Report. Major sections of the board report are
 - a. Educational Experience (highest degree earned)
 - b. Professional Development / Publications, minimum of 5 should be listed and should show diverse and different development in your discipline area and teaching.

- c. College Service (College Service is ongoing and at least one service item should involve others outside your department or discipline. College Service is voluntary work and not compensated). Minimum of five college service events should be listed. See the COE website under Contracts for a list of College Service.
 - d. Student Support (will go under one bullet point), three minimum listed
 - e. Leadership and Awards (if applicable, compensated items go here)
4. **Submit your Board Report:** Have other colleagues or COE members review your final draft (can be saved as a word document). When you are happy with your Board Report, submit your Board Report via the Board Report App submit button. You will select your Associate Dean/Director from the dropdown menu and the report will be sent for their review.

TIPS:

- o All items, including those accomplished during the Fall 2024 semester, should be in past tense (even though you may not have accomplished them yet) since by the time your Board Reports are published to the Board of Trustees, the items from Fall 2024 will already have taken place.

5. Final Check List and General Due Dates for Faculty and Final MYC packet Contents

MYC Application Submission

Faculty who are eligible for MYC are responsible for submitting the following to their Academic Associate Dean/Director by the **last Friday in August:**

- o **One e-mailed electronic copy** of the MYC Summer/Fall Addendum in **Microsoft Word** (*not in a .pdf file*) using standard naming convention, *Example: SmithA._MYCAddendum_Aug.doc.*
- o **One electronic copy** of the Board Report form submitted via the Collin College Board Report App.

**Note: The previously used self-evaluation document is no longer required for the MYC packet. Faculty self-assessments from the two Annual Performance Appraisals included in the MYC packet will document your activities during the 2022-2023 and 2023-2024 academic years. Make sure to provide as much detail as possible for each section. Please use the MYC Summer/Fall Addendum document to document your Summer/Fall 2024 activities. These activities should be those activities that you intend to list in your future 2024-2025 Annual Performance Appraisal.*

Associate Deans/Directors are responsible for submitting the following items that will be *combined* with your MYC Summer/Fall Addendum and Board Report to the Academic or Work Force Deans for final review:

- Faculty Annual Performance Appraisals (signed and dated by both the faculty member and the Associate Dean/Director) for the following academic years
 - o one from 2022-2023
 - o one from 2023-2024
- Faculty Teaching Loads for 2022-2023 and 2023-2024
- Student Surveys of Instruction (Student Evaluations) for all sections of the past four long semesters
- Class Visit(s)
 - o *Two class observation evaluations* for faculty applying for either their first or second multi-year contract
 - o *Only one class observation evaluation* is required for faculty applying for their third (or more) multi-year contract
- Signed MYC Candidate Form (signatures required from both Associate Dean/Director and Faculty)
- Signature Page (signature required from Dean) and any supporting documents (if applicable)