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**APPLICATION FOR**

**MERITORIOUS COMMENDATION**

Form 2322/001A Verification of Meritorious Commendation Eligibility Form

Form 2322/001B Verification of Meritorious Commendation Documentation Form

Form 2322/001C Meritorious Commendation Portfolio Routing Sheet

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**VERIFICATION OF ELIGIBILITY**

**FOR MERITORIOUS COMMENDATION (Part A of Application)\***

**Applicant’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Time-In-Rank Eligibility Requirement**

**Present Rank**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Last Promotion (or Hiring)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(attach documentation)

**Professional Preparation Eligibility\***

**Teaching Discipline**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum Credentials Held (yes/no)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(attach transcripts)

Academic Areas only: **Number of Graduate Credits in Discipline**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Eligibility Based on Supervisor Evaluations\***

**Supervisor Evaluations indicate a rating of “4” or “5” for the last three consecutive academic years\***

**(yes/no)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(attach summary sheets)

The applicant meets the minimum Time-in-Rank requirements, Professional Preparation Eligibility requirements, and Eligibility Requirements based on Annual Supervisor Evaluations.

Yes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason (if no)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Division Dean Date

\* After Division Dean has verified eligibility, this form and all attached documentation will be returned to the applicant. Only the Supervisor Evaluation Summary Sheets are to be included in the applicant’s portfolio. College transcripts are NOT to be included.

Form 2322/001A (8/21)



**VERIFICATION OF DOCUMENTATION**

**for**

**MERITORIOUS COMMENDATION**

**Criteria**

**(Part B of Application)**

**Documented Performance Ability**

If supervisor's evaluations cannot be submitted for the last three consecutiveacademic years, explain the circumstances for each missing evaluation.

**Supervisor Evaluations**

Missing Year Explanation

Missing Year Explanation

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Signature of Applicant Date

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Signature of Division Dean Date

Form 2322/001B (8/21)



**MERITORIOUS COMMENDATION**

**Portfolio Routing Sheet (Part C of Application)**

**Required Format of the Meritorious Commendation Portfolio**

**Yes No**

🞎 🞎Title Page----indicating name of applicant applying for Meritorious Commendation

🞎 🞎 Table of Contents

🞎 🞎 Verification of Meritorious Commendation Eligibility Form (Form 2322/001A)

🞎 🞎 Verification of Meritorious Commendation Documentation Form (Form 2322/001B)

🞎 🞎 Supervisor Evaluation Summary Sheets for the last three consecutive academic years.   
 The summary sheets must not include a supervisor evaluation for the current academic   
 year and any year *prior to* the academic year in which the applicant previously applied for   
 the approved promotion to professor. Documentation from the academic year in which the  
 applicant previously applied for the last approved promotion may be included.

🞎 🞎Preliminary Evaluation Agreements for the last three consecutive academic years, *and*, if

relevant, for each additional applicable academic year for which documentation is provided.

🞎 🞎 Documentation of achievements and contributions related to the Preliminary Evaluation Agreement goals in the areas of (1) teaching and related activities/academic support, (2) service to students, departments, division and the College, and (3) professional service and/or development for a minimum of three of the five preceding applicable academic years for each area. Documentation for other accomplishments and contributions *may* also be included. Documents from the current academic year must not be included, nor any documentation *prior to* the academic year in which the applicant previously applied for the approved promotion to professor. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

🞎 🞎 Documentation of leadership and sharing of expertise from date of present rank of

professor for a minimum of three of the five preceding applicable academic years, not including the current academic year and any year prior to the academic year in which the applicant previously applied for the approved promotion to professor must be included. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

🞎 🞎 Documentation of achievements and/or service to the profession or discipline   
 external to the College for one of the five preceding academic years, not including   
 the current academic year and any year prior to the academic year in which the   
 applicant previously applied for the approved promotion to professor must be  
 included. Documentation from the academic year in which the applicant previously   
 applied for the last approved promotion may be included.

The Portfolio contains the required elements listed above.

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Signature of Applicant Date

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Signature of Division Dean Date  
 Form 2322/001C (8/21)