

Policy No. AA-2322.1 POLICY & PROCEDURES MEMORANDUM

TITLE: MERITORIOUS

COMMENDATION

EFFECTIVE DATE: May 2, 2024*

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/4/14; 8/12/13, 8/9/12; Title Updates/ Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/5/10: Act 521 of La.

Legislature Regular Session 2010;

Original 12/11/07)

CANCELLATION: AA-2322.1 (12/16/22)

CATEGORY: Academic (AA)

POLICY STATEMENT

The College recognizes faculty achievement beyond the rank of Professor through the Meritorious Commendation, which is awarded to faculty members who meet the criteria of this special recognition.

Meritorious Commendations approved during one academic year will become effective at the beginning of the fall semester of the following academic year. Recommendations for Meritorious Commendation shall be the result of the College's *Portfolio Promotion System* described in the Promotion-in-Rank policy and the established selection process and procedures outlined in this memorandum and the College's Promotion Process Guidelines.

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

The purpose of this policy and procedures memorandum is to publish the procedures and process for awarding Meritorious Commendations.

2. Scope and Applicability

This policy and procedures memorandum applies to faculty at the rank of Professor in the following employment categories: 9-Month Regular Faculty; 12-Month Regular Faculty; and Administrators with Rank. This policy does not apply to faculty members who are employed on temporary appointments.

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

General

The College recognizes faculty achievement beyond the rank of Professor through the Meritorious Commendation, which is awarded to faculty members who meet the criteria of this special recognition. Faculty members who seek this award must complete all requirements for promotion to the rank of Professor as described in the <u>Promotion-in-Rank policy</u>, and they must also demonstrate outstanding achievement, recognition, and/or service to the field of education or one's discipline external to the College at the local, regional, or national level as described in this memorandum. Recipients of this commendation are rewarded in accordance with the College's <u>Meritorious Award Specifications</u>.

Faculty members apply for Meritorious Commendation through the same yearly application and recommendation process for those faculty members applying for promotions in rank. They are responsible for familiarizing themselves with the Faculty Evaluation and Improvement of Instruction policy, Portfolio Evaluation System, and the Portfolio Promotion System.

The Portfolio Promotion System is described in the <u>Promotion-in-Rank</u> policy, and the selection process and procedures are outlined in this memorandum and the College's <u>Promotion Process Guidelines</u>. Questions should be directed to the appropriate supervisor.

4. Requirements for Meritorious Commendation

To earn Meritorious Commendation, a Professor must have completed a minimum of three years (six semesters, not including summer) of continuous service (approved paid leaves of absence will be counted as part of this requirement; unpaid leaves of absence will not be counted as part of this requirement, but time immediately before and after the leave may be used to fulfill this requirement) of continuous service in present rank at Delgado Community College. The candidate must have participated in the Faculty Evaluation Process and Annual Portfolio Evaluation System while at the College and received a rank of 4, 4.5, or 5 on the annual evaluations for the last three consecutive academic years. A meritorious commendation portfolio may be submitted at the beginning of the fourth year of employment at the rank of Professor. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be considered.

In addition to demonstrating participation in the categories required for promotion to the rank of Professor as described in the <u>Promotion-in-Rank</u> policy, the portfolios of faculty members applying for Meritorious Commendation must also demonstrate participation in the additional category as follows (see Division Committee *Individual* Recommendation Form for Meritorious Commendation, Form 2322/002, for minimum instances requirements for each category):

Achievements and/or service to the profession or discipline external to the College: Applicants must document accomplishments, recognition, and/or service at the local, regional or national level external to the College, at least once during 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.

5. Required Format of the Meritorious Commendation Portfolio

The portfolios of faculty members applying for Meritorious Commendation must adhere to the same required portfolio format as outlined in the College's Promotion-in-Rank policy; however, the following must also 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 nor 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 considered.

6. Recommendation Procedure and Forms

All recommendations for Meritorious Commendation shall be the result of the yearly process for the *Promotion Portfolio System* as described in the <u>Promotion-in-Rank</u> policy and the established selection process and procedures outlined the College's <u>Promotion Process Guidelines</u>, using the following forms designed specifically for Meritorious Commendation:

Attachments:

Meritorious Commendation Forms (Attachments A - G):

Attachment A -	Application for Meritorious Commendation:
	Verification of Meritorious Commendation Eligibility Form (Form
	<u>2322/001A)</u>

Attachment B -	Division Committee <i>Individual</i> Recommendation Form for Meritorious Commendation (Form 2322/002)
Attachment C -	Division Committee Recommendation Form for Meritorious

Attachment D - College Committee *Individual* Recommendation Form for Meritorious Commendation (Form 2322/004)

Commendation (Form 2322/003)

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment E - College Committee Recommendation Form for Meritorious

Commendation (Form 2322/005)

Attachment F - Academic Affairs Promotion Appeals Council *Individua*l

Recommendation Form for Meritorious Commendation (Form 2322/006)

Attachment G - Academic Affairs Promotion Appeals Council Recommendation

Form for Meritorious Commendation (Form 2322/007)

Attachment H - <u>Delgado Community College Meritorious Award Specifications</u>

Policy Reference:

Policy and Procedures Memorandum Promotion-in-Rank

<u>Promotion Process Guidelines</u> (Procedures published in accordance with AA-2321.1I, *Promotion-in-Rank*)

Policy and Procedures Memorandum <u>Professional and Educational Requirements for</u> Faculty

Policy and Procedures Memorandum Faculty Evaluation and Improvement of Instruction

Procedural Updates:

Vice Chancellor for Learning and Student Development Approval/ Vice Chancellor for Academic Affairs Approval:

Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010 Title Updates/Reference to Minimum Instances Requirements 8/9/12 Suspension of SOI Requirement 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12 Procedural Update as per Faculty Evaluation Policy Update Procedural Update 8/4/17 Procedural Update Effective 8/12/19

Vice Chancellor for Academic and Student Affairs Approval:

Procedural Update Effective 8/9/21

Procedural Update 12/16/22

Procedural Update 5/2/24

Distribution:

Distributed Electronically Via the College's Website

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Application for Meritorious Commendation: VERIFICATION OF ELIGIBILITY FOR MERITORIOUS COMMENDATION

Applicant's Name _	
Division	Date
	Minimum Time-In-Rank Eligibility Requirement on (or Hiring) (attach documentation)
Date of Last Promot	on (or Hiring)
	(attach documentation)
	Professional Preparation Eligibility*
Teaching Discipline	
Minimum Credential	s Held (yes/no)
Academic Areas only	Number of Graduate Credits in Discipline
	Eligibility Based on Supervisor Evaluations*
Supervisor Evaluation academic years*	ons indicate a rating of "4," or "4.5," or "5" for the last three consecutive
(ves/no)	
	erall evaluation forms or supervisor summary sheets)
The applicant meets t	ne minimum Time-in-Rank requirements, Professional Preparation Eligibility gibility Requirements based on Annual Supervisor Evaluations.
Yes	No
Signature of Academi	Dean Date
* After academic dear returned to the application	has verified eligibility, this form and all attached documentation will be int. Only the Overall Evaluation Forms or Supervisor Evaluation Summary years 2023-2024) are to be included in the applicant's portfolio.
	Form 2321/001A (5/24)

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment B

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DIVISION COMMITTEE INDIVIDUAL RECOMMENDATION FORM for MERITORIOUS COMMENDATION To be used by Division Committee Members

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I.	Supervisor Evaluations: (n				
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	Academic Year (-	١	Yes	No	
	Academic Year (-		Yes	No	
	Academic Year (-	\	Yes	No	
	If Applicable:	/	103	110	
	Academic Year (-	١	Yes	No	
	Academic Year (-		Yes	No	
III.	Academic Year (or at least three) Instance) Instance) Instance) Instance) Instance) Instance	e of the five p	cants) receding applicable academic year	s:
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Attachment B (continued)

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Comments: _____

May 2, 2024*

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment B (continued)

VI. **Leadership (for Rank of Professor only)** Minimum of 3 instances for at least three of the five preceding applicable academic years: Academic Year () Instance: Academic Year (_____ - ____) Instance: Academic Year (_____ - ____) Instance: _____ Academic Year (_____ - ____) Instance:_____ Academic Year (_____ - ____) Instance:_____ Academic Year (-) Instance: Comments: Does the documentation indicate at least three examples of participation in leadership activities according to the criteria specified for this rank and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included. VII. Achievements and/or service to the Profession or Discipline External to the College Does the documentation indicate participation at least once during the period covered by the Portfolio in activities at the local, regional, or national level external to the College according to the criteria specified for meritorious commendation and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included.

If the portfolio satisfactorily meets all of the above criteria, the applicant is eligible for meritorious commendation. Please indicate whether you agree that the requirements for meritorious commendation have been met according to the documentation in this portfolio.

Signature of Committee Member Date

If the criteria for any one of the above categories have NOT been satisfactorily met, or if the documentation for that category is insufficient, the applicant is NOT eligible for meritorious commendation at this time. If such is the case, please indicate reason or reasons for denying meritorious commendation:

Signature of Committee Member Date

Form 2322/002 (5/24) (page 3 of 3)

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment C



DIVISION COMMITTEE RECOMMENDATION FORM

Portfolio Listing for

MERITORIOUS COMMENDATION

From	
Division	
Portfolio, list applic for meritorious co	cant's name and indicate whether ommendation:
Met Criteria	*Did Not Meet Criteria (*Complete back page)
	-
 Date	Form 2322/003 (5/24 <i>front</i>)
	Division Portfolio, list applie for meritorious co

The applicant(s) below did not meet the crit	teria specified for Meritorious Commendation
Applicant's Name:	
Reason for not meeting criteria:	
Applicant's Name:	
Applicant's Name:	
Reason for not meeting criteria:	
Applicant's Name:	
Reason for not meeting criteria:	
Applicant's Name:	
Reason for not meeting criteria:	
Completed by:	
Signature of Division Committee Chair	Date

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment D

Form 2322/004 (5/24) (page 1 of 3)

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COLLEGE COMMITTEE INDIVIDUAL RECOMMENDATION FORM for MERITORIOUS COMMENDATION To be used by College Committee Members

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	Academic Year ()	Rating		
	Faculty Professional Grov	vth Forms	or Preliminary E	valuation Agreements	for academi
	years prior to 2023-2024)				
	Academic Year (-)	Yes	No	
	Academic Year (-		Yes	No	
	Academic Year (-		Yes	No	
	If Applicable:				
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Attachment D (continued)

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Attachment D (continued)

VI. Leadership (for Rank of Professor only)

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Signature of Committee Member		Date	
If the criteria for any one of the all that category is insufficient, the a case, please indicate reason or re	pplicant is NOT eligible for me	eritorious commendation at thi	
Signature of Committee Member		Date	
)4 (5/24) (page 3 of 3)

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment E



COLLEGE COMMITTEE RECOMMENDATION FORM

Portfolio Listing for

MERITORIOUS COMMENDATION

From

The College Committee

For each Meritorious Commendation Portfolio, list applicant's name and indicate whether the Portfolio met the criteria specified for meritorious commendation:

Applicant's Name	Met Criteria	*Did Not Meet Criteria (*Complete back page)
·		
Completed by:		
Signature of College Committee Chair	 Date	Form 2322/004 (5/24 <i>front</i>)

The applicant(s) below did not meet the cri-	teria specified for Meritorious Commen	dation:
Applicant's Name:		
Reason for not meeting criteria:		
		-
Applicant's Name:		-
Reason for not meeting criteria:		
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Applicant's Name:		-
Reason for not meeting criteria:		
		-
Applicant's Name:		-
Reason for not meeting criteria:		
		-
Completed by:		-
Signature of College Committee Chair	 Date	

Applicant's Name_

Division

May 2, 2024*

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment F

Delgado

ACADEMIC AFFAIRS PROMOTION APPEALS COUNCIL INDIVIDUAL RECOMMENDATION FORM for MERITORIOUS COMMENDATION To be used by Academic Affairs Promotion Appeals Council Members

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Attachment F (continued)

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the documentation in this portfolio.

Signature of Committee Member

May 2, 2024*

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Minimum of 3 instances for at least three of the five preceding applicable academic years:					
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Signature of Committee Member Date If the criteria for any one of the above categories have NOT been satisfactorily met, or if the documentation for that category is insufficient, the applicant is NOT eligible for meritorious commendation at this time. If such is the case, please indicate reason or reasons for denying meritorious commendation:

If the portfolio satisfactorily **meets all of the above criteria**, the applicant is eligible for meritorious commendation. Please indicate whether you agree that the requirements for meritorious commendation have been met according to

Date

Form 2322/005 (5/24) (page 3 of 3)

(*Procedural Update 5/2/24; 12/16/22; 8/9/21; 8/12/19; 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/ Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521-2010 La. Legislative Session 2010; Original 12/11/07)

Attachment G



ACADEMIC AFFAIRS PROMOTION APPEALS COUNCIL RECOMMENDATION FORM

Portfolio Listing for

MERITORIOUS COMMENDATION

From

The Academic Affairs Promotion Appeals Council

For each Meritorious Commendation Portfolio, list applicant's name and indicate whether the Portfolio met the criteria specified for meritorious commendation.

Applicant's Name	Met Criteria	*Did Not Meet Criteria (*Complete back page)
Completed by:		
Signature of Vice Chancellor for Academic and Student Affairs	Da	te

Form 2322/007 (5/24 front)

The applicant(s) below did not meet the criteria specified for Meritorious Commendation:

Applicant's Name:		
Reason for not meeting criteria:		
		· · · · · · · · · · · · · · · · · · ·
Applicant's Name:		
Reason for not meeting criteria:		
Applicant's Name:		
Reason for not meeting criteria:		
Applicant's Name:		
Reason for not meeting criteria:		
Completed by:		
Signature of Vice Chancellor for Academic and Student Affairs	Date	 Form 2322/007 (5/24 <i>ba</i>

Attachment H



Meritorious Commendation Award

The Meritorious Commendation Award is intended to acknowledge full professors who have demonstrated continuous academic achievement. The criteria for receiving the distinction of Meritorious Commendation are described in the College's Meritorious Commendation Policy. The distinction is only awarded once making the recipient eligible for an increase in their annual salary pending budget approval. A professor receiving such distinction is eligible for a salary increase pending budget approval. In addition, the professor will be allowed to select and attend any local or national conferences/seminar or workshop of their choice, pending available funding and with the following restrictions. The chosen conference/seminar/workshop:

- 1. must relate to the professor's teaching discipline(s);
- 2. must be held within two (2) academic years of date of award;
- expenses (in accordance with state travel guidelines) not to exceed \$2,000 will be paid by the College (includes registration, airfare, accommodations, and meals for recipient only); and
- 4. following attendance, the professor must provide a written summary of their academic experience(s) to the Office of Professional Development, as well as to the Office of the Vice Chancellor for Academic and Student Affairs. The professor will also prepare a presentation for colleagues, which will be coordinated through the Office of Professional Development.

Procedural Update Approval: 5/2/24