TITLE: MERITORIOUS COMMENDATION

EFFECTIVE DATE: December 16, 2022*
(*Procedural Update 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 (8/9/21)

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.
3. **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 Promotion-in-Rank policy, 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 Meritorious Award Specifications.

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 Portfolio Evaluation System and the Portfolio Promotion System in order that their annual goals can be set accordingly. The Portfolio Promotion System is described in the Promotion-in-Rank policy, and the selection process and procedures are outlined in this memorandum and the College’s Promotion Process Guidelines. 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 Annual Portfolio Evaluation System while at the College and received a rank of 4 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 Promotion-in-Rank 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 Promotion-in-Rank policy and the established selection process and procedures outlined the College’s Promotion Process Guidelines, 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 2322/001A)
 Verification of Meritorious Commendation Documentation Form (Form 2322/001B)
 Meritorious Commendation Portfolio Routing Sheet (Form 2322/001C)

Attachment B - Division Committee Individual Recommendation Form for Meritorious Commendation (Form 2322/002)
Attachment C - Division Committee Recommendation Form for Meritorious Commendation (Form 2322/003)

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

Attachment E - College Committee Recommendation Form for Meritorious Commendation (Form 2322/005)

Attachment F - Academic Affairs Promotion Appeals Council Individual 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 - Delgado Community College Meritorious Award Specifications

Policy Reference:

Policy and Procedures Memorandum Promotion-in-Rank Promotion Process Guidelines (Procedures published in accordance with AA-2321.11, Promotion-in-Rank)

Policy and Procedures Memorandum Professional and Educational Requirements for 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 Effective 8/9/21

Distribution:
Distributed Electronically Via the College’s Website
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
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.
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 consecutive academic years, explain the circumstances for each missing evaluation.

Supervisor Evaluations

Missing Year _____ Explanation __________________________________________________________

____________________________________________________________________

Missing Year _____ Explanation __________________________________________________________

____________________________________________________________________

Signature of Applicant ____________________________ Date ________________

Signature of Division Dean __________________________ Date ________________
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.

__________________________________________________  _______________________
Signature of Applicant  Date

__________________________________________________  _______________________
Signature of Division Dean  Date

Form 2322/001C (8/21)
Attachment B

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

Applicant’s Name______________________________________________________________
Division______________________________________________________________________
Applying For__________________________________________________________________
Date of Promotion to Professor ________________________________________________

I. Supervisor Evaluations: (must be “4” or “5” for all three years)
    Note: Evaluations from current academic year are not to be included.

    Academic Year (______ - _______) Rating_________
    Academic Year (______ - _______) Rating_________
    Academic Year (______ - _______) Rating_________

II. Preliminary Evaluation Agreements (check ‘yes’ or ‘no’ if included in packet)

    Academic Year (______ - _______) ________ Yes ________ No
    Academic Year (______ - _______) ________ Yes ________ No
    Academic Year (______ - _______) ________ Yes ________ No
    If Applicable:  
        Academic Year (______ - _______) ________ Yes ________ No
        Academic Year (______ - _______) ________ Yes ________ No

III. Teaching and Related Activities/ Academic Support (All Applicants)
Minimum of 6 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 annual participation in activities that examine, improve, and/ or support instruction according to the criteria indicated for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included.

    _______ Yes          _______ No
IV. **Service to Students, Department, Division, and College (All Applicants)**

*Minimum of 6 instances for at least three of the five preceding applicable academic years, which includes at least 1 instance at the college-wide level:*

- Academic Year (______ - ______) Instance:________________________________
- Academic Year (______ - ______) Instance:________________________________
- Academic Year (______ - ______) Instance:________________________________
- Academic Year (______ - ______) Instance:________________________________
- Academic Year (______ - ______) Instance:________________________________
- Academic Year (______ - ______) Instance:______________________________

Comments:_____________________________________________________________________
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Does the documentation indicate annual participation in activities of service to students, department, division, and College according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. **Note:** *Evaluations from current academic year are not to be included.*

_______ Yes            _______ No

V. **Professional Service and Development (All Applicants)**

*Minimum of 6 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 annual participation in professional service and/or development activities according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. **Note:** *Evaluations from current academic year are not to be included.*

_______ Yes            _______ No

Form 2322/002 (8/21) (page 2 of 3)
VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (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 or in activities designed to share expertise with colleagues according to the criteria specified for this rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included.

- Yes
- No

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 Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included.

Required: Academic Year (______ - ________) ___________________________ Yes ______________ No

Optional: Academic Year (______ - ________) ___________________________ Yes ______________ No

Optional: Academic Year (______ - ________) ___________________________ Yes ______________ No

Comments: ________________________________________________________________________________

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
DIVISION COMMITTEE RECOMMENDATION FORM

Portfolio Listing for

MERITORIOUS COMMENDATION

From

______________________________
Division

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

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<tr>
<th>Applicant’s Name</th>
<th>Met Criteria</th>
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Completed by:

______________________________
Signature of Division Committee Chair

______________________________
Date

Form 2322/003 (12/22 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:
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Applicant’s Name: ________________________________

Reason for not meeting criteria:
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Applicant’s Name: ________________________________

Reason for not meeting criteria:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Completed by:

Signature of Division Committee Chair ________________________________ Date ________________________________

Form 2322/003 (12/22 back)
Attachment D

COLLEGE COMMITTEE **INDIVIDUAL RECOMMENDATION FORM**

for MERITORIOUS COMMENDATION

To be used by College Committee Members

Applicant’s Name______________________________________________________________

Division______________________________________________________________________

Applying For__________________________________________________________________

Date of Promotion to Professor ________________________________________________

I. **Supervisor Evaluations**: (must be “4” or “5” for all three years)

   Note:  *Evaluations from current academic year are not to be included.*

   Academic Year (______ - ______) Rating___________
   Academic Year (______ - ______) Rating___________
   Academic Year (______ - ______) Rating___________

II. **Preliminary Evaluation Agreements** (check ‘yes’ or ‘no’ if included in packet)

   Academic Year (______ - ______) ____ Yes            _____ No
   Academic Year (______ - ______) ____ Yes            _____ No
   Academic Year (______ - ______) ____ Yes            _____ No
   **If Applicable:**
   Academic Year (______ - ______) ____ Yes            _____ No
   Academic Year (______ - ______) _____ Yes            ____ No

III. **Teaching and Related Activities/ Academic Support (All Applicants)**

   Minimum of 6 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 annual participation in activities that examine, improve, and/ or support instruction according to the criteria indicated for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included.  *Note: Evaluations from current academic year are not to be included.*

   _____ Yes    _____ No

Form 2322/004 (8/21) (page 1 of 3)
IV. **Service to Students, Department, Division, and College (All Applicants)**

*Minimum of 6 instances for at least three of the five preceding applicable academic years, which includes at least 1 instance at the college-wide level:*

Academic Year (______ - ________) Instance:________________________________
Academic Year (______ - ________) Instance:________________________________
Academic Year (______ - ________) Instance:________________________________
Academic Year (______ - ________) Instance:________________________________
Academic Year (______ - ________) Instance:________________________________
Academic Year (______ - ________) Instance:________________________________

Comments:_____________________________________________________________________
_____________________________________________________________________________

Does the documentation indicate annual participation in activities of service to students, department, division, and College according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions *may* also be included. **Note:** *Evaluations from current academic year are not to be included.*

_______ Yes            _______ No

V. **Professional Service and Development (All Applicants)**

*Minimum of 6 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 annual participation in professional service and/or development activities according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions *may* also be included. **Note:** *Evaluations from current academic year are not to be included.*

_______ Yes            _______ No
VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (for Rank of Professor only)

Minimum of 3 instances for at least three of the five preceding applicable academic years:

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Comments:_____________________________________________________________________
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Does the documentation indicate at least three examples of participation in leadership activities or in activities designed to share expertise with colleagues according to the criteria specified for this rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. 

**Note:** Evaluations from current academic year are not to be included.

_______ Yes            _______ No

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 Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. 

**Note:** Evaluations from current academic year are not to be included.

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<th>Required: Academic Year</th>
<th>Yes</th>
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<th>Yes</th>
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Comments:_____________________________________________________________________
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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 2322/004 (8/21) (page 3 of 3)
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:

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<tr>
<th>Applicant’s Name</th>
<th>Met Criteria</th>
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Completed by:

__________________________
Signature of College Committee Chair

__________________________
Date

Form 2322/004 (12/22 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:
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Applicant’s Name: ____________________________________________________________

Reason for not meeting criteria:
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Applicant’s Name: ____________________________________________________________

Reason for not meeting criteria:
__________________________________________________________________________
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Completed by:

Signature of College Committee Chair __________________________ Date ____________

Form 2322/004 (12/22 back)
ACADEMIC AFFAIRS PROMOTION APPEALS COUNCIL

INDIVIDUAL RECOMMENDATION FORM
for MERITORIOUS COMMENDATION

To be used by Academic Affairs Promotion Appeals Council Members

Applicant’s Name______________________________________________________________

Division______________________________________________________________________

Applying For__________________________________________________________________

Date of Promotion to Professor________________________________________________

I. Supervisor Evaluations: (must be “4” or “5” for all three years)
   Note: Evaluations from current academic year are not to be included.

   Academic Year (______ - _______ ) Rating___________
   Academic Year (______ - _______ ) Rating___________
   Academic Year (______ - _______ ) Rating___________

II. Preliminary Evaluation Agreements (check ‘yes’ or ‘no’ if included in packet)

   Academic Year (______ - _______ ) _______ Yes            _______ No
   Academic Year (______ - _______ ) _______ Yes            _______ No
   Academic Year (______ - _______ ) _______ Yes            _______ No
   If Applicable:
   Academic Year (______ - _______ ) _______ Yes            _______ No
   Academic Year (______ - _______ ) _______ Yes            _______ No

III. Teaching and Related Activities/ Academic Support (All Applicants)
   Minimum of 6 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 annual participation in activities that examine, improve, and/ or support instruction according to the criteria indicated for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included.

   _______ Yes            _______ No
IV. **Service to Students, Department, Division, and College (All Applicants)**  
*Minimum of 6 instances for at least three of the five preceding applicable academic years, which includes at least 1 instance at the college-wide level:*

<table>
<thead>
<tr>
<th>Academic Year (______ - _______)</th>
<th>Instance:</th>
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Comments: __________________________________________
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Does the documentation indicate annual participation in activities of service to students, department, division, and College according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions *may* also be included. **Note:** *Evaluations from current academic year are not to be included.*

_______ Yes            _______ No

V. **Professional Service and Development (All Applicants)**  
*Minimum of 6 instances for at least three of the five preceding applicable academic years:*

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<th>Academic Year (______ - _______)</th>
<th>Instance:</th>
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</table>
| Academic Year (______ - _______)
  | Instance: |

Comments: __________________________________________
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Does the documentation indicate annual participation in professional service and/or development activities according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions *may* also be included. **Note:** *Evaluations from current academic year are not to be included.*

_______ Yes            _______ No
VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (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:________________________________
Comments:_____________________________________________________________________
____________________________________________________________________________

Does the documentation indicate at least three examples of participation in leadership activities or in activities designed to share expertise with colleagues according to the criteria specified for this rank and relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included.

*Note: Evaluations from current academic year are not to be included.*

______ Yes            _______ No

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 Preliminary Evaluation Agreement Forms? Documentation for other accomplishments and contributions may also be included.

*Note: Evaluations from current academic year are not to be included.*

Required: Academic Year (______ - ________) _____________ Yes            _____________ No
Optional: Academic Year (______ - ________) _____________ Yes            _____________ No
Optional: Academic Year (______ - ________) _____________ Yes            _____________ No
Comments: ________________________________________________________________________
__________________________________________________________________________________

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
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.

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Met Criteria</th>
<th>*Did Not Meet Criteria</th>
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</table>

Completed by:

__________________________________________
Signature of Vice Chancellor
for Academic and Student Affairs

Date:

Form 2322/007 (12/22 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 (12/22 back)
Meritorious Commendation Award

The Meritorious Commendation Award is a one-time recognition 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. 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;

3. 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.

Approved: Academic Affairs Council 12/11/07, 9/20/12