

## POLICY & PROCEDURES MEMORANDUM

<b>TITLE:</b>	<b>MERITORIOUS COMMENDATION</b>
<b>EFFECTIVE DATE:</b>	<b>December 11, 2007*</b> <i>(*Procedural Update 8/4/17; SOI Suspension 8/8/16; 8/10/15, 8/5/14, 8/12/13, 8/9/12 &amp; Title Updates, Reference to Minimum Instances Requirements 8/9/12)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	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](#).

**Note:** As per 2016-2017 Addendum of [AA-2321.II, Promotion-in-Rank](#), the use of annual college-wide summative student evaluations is suspended for 2016-2017 faculty evaluation/improvement of instruction and promotion-in-rank processes.

### 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 to become familiar 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 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.

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):

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(\*Procedural Update 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010)

***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.*

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 - | <p><a href="#">Application for Meritorious Commendation:</a><br/>Verification of Meritorious Commendation Eligibility Form (Form 2322/001A)</p> <p>Verification of Meritorious Commendation Documentation Form (Form 2322/001B)</p> <p>Meritorious Commendation Portfolio Routing Sheet (Form 2322/001C)</p> |
| Attachment B - | Division Committee <i>Individual</i> Recommendation Form for Meritorious Commendation (Form 2322/002)  |
| Attachment C - | Division Committee Recommendation Form for Meritorious Commendation (Form 2322/003)  |

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- 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-2321.1I,  
*Promotion-in-Rank*)

Policy and Procedures Memorandum [Professional and Educational Requirements for Faculty](#)  
Policy and Procedures Memorandum [Faculty Evaluation and Improvement of Instruction](#)

*Review Process:*

Academic Affairs Council 11/8/07, 11/16/07  
Executive Committee of the Faculty Senate 12/5/07  
College Council 12/11/07

*Procedural Updates- Vice Chancellor for Academic Affairs Approval:*

Title Updates/Reference to Minimum Instances Requirements 8/9/12  
Suspension of SOI Requirement Effective 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

*Distribution:*

Distributed Electronically Via E-mail and Internet Systems

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Instances Requirements 8/9/12; Legislative Update 8/15/10:  
Act 521 of Louisiana Legislature Regular Session 2010)

Attachment A



## **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**

**Date of Promotion to Professor** \_\_\_\_\_  
(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.

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**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/Coordinator Date

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

**Required Format of the Meritorious Commendation Portfolio**

**Yes    No**

- Title Page----indicating name of applicant and applying for Meritorious Commendation
- Table of Contents
- Verification of Meritorious Commendation Eligibility Form
- Verification of Meritorious Commendation Documentation Form
- Supervisor Evaluation Summary Sheets for the last three consecutive 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.
- Preliminary Evaluation Agreements and documentation of achievements and contributions related to goals in teaching, service to the College, and professional development for the last three consecutive 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.
- Documentation of leadership and sharing of expertise from date of present rank of professor for three 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.
- 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.

The Portfolio contains the required elements listed above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Dean/Coordinator

\_\_\_\_\_  
Date



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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

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

*Minimum of 6 instances over three-year period:*

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

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

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Attachment B (continued)

**IV. Service to Students, Department, Division, and College (All Applicants)**

*Minimum of 6 instances over a three-year period, 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 according to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? **Note: Evaluations from current academic year are not to be included.**

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

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

*Minimum of 6 instances over a three-year period.*

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 according to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? **Note: Evaluations from current academic year are not to be included.**

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

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Attachment B (continued)

**VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (for Rank of Professor only)**

*Minimum of 3 instances over a three-year period.*

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 according to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? *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 according to the goals agreed upon each year on the Preliminary Evaluation Agreement Form?

*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

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Attachment C



**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:**

<b>Applicant's Name</b>	<b>Met Criteria</b>	<b>Did Not Meet Criteria</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by:

\_\_\_\_\_  
Signature of Division Committee Chair

\_\_\_\_\_  
Date

\*December 11, 2007

(\*Procedural Update 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010)

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

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

*Minimum of 6 instances over three-year period:*

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

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

\*December 11, 2007

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Attachment D (continued)

**IV. Service to Students, Department, Division, and College (All Applicants)**

*Minimum of 6 instances over a three-year period, 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 according to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? *Note: Evaluations from current academic year are not to be included.*

\_\_\_\_\_ Yes          \_\_\_\_\_ No

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

*Minimum of 6 instances over a three-year period.*

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 professional service and/or development activities according to the criteria specified for the desired rank and according to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? *Note: Evaluations from current academic year are not to be included.*

\_\_\_\_\_ Yes          \_\_\_\_\_ No



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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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by:

\_\_\_\_\_  
Signature of College Committee Chair

\_\_\_\_\_  
Date



\*December 11, 2007

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Attachment F



**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 \_\_\_\_\_

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

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

*Minimum of 6 instances over three-year period:*

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

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

\*December 11, 2007

(\*Procedural Update 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010)

Attachment F (continued)

**IV. Service to Students, Department, Division, and College (All Applicants)**

*Minimum of 6 instances over a three-year period, 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 according to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? *Note: Evaluations from current academic year are not to be included.*

\_\_\_\_\_ Yes      \_\_\_\_\_ No

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

*Minimum of 6 instances over a three-year period.*

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 professional service and/or development activities according to the criteria specified for the desired rank and according to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? *Note: Evaluations from current academic year are not to be included.*

\_\_\_\_\_ Yes      \_\_\_\_\_ No

\*December 11, 2007

(\*Procedural Update 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010)

Attachment F (continued)

**VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (for Rank of Professor only)**

*Minimum of 3 instances over a three-year period.*

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 according to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? *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 according to the goals agreed upon each year on the *Preliminary Evaluation Agreement Form*?

*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

\*December 11, 2007

(\*Procedural Update 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010)

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by:

\_\_\_\_\_  
Signature of Vice Chancellor  
for Academic Affairs

\_\_\_\_\_  
Date

\*December 11, 2007

(\*Procedural Update 8/4/17; SOI Suspension 8/8/16; 8/10/15; 8/5/14; 8/12/13, 8/9/12; Title Updates/Reference to Minimum Instances Requirements 8/9/12; Legislative Update 8/15/10: Act 521 of Louisiana Legislature Regular Session 2010)

Attachment H



### **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 his/her 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 his/her academic experience(s) to the Office of Faculty and Staff Development, as well as to the Office of the Vice Chancellor for Academic Affairs. The professor will also prepare a presentation for colleagues, which will be coordinated through the Office of Faculty and Staff Development.

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