

POLICY & PROCEDURES MEMORANDUM

TITLE:	MERITORIOUS COMMENDATION
EFFECTIVE DATE:	December 16, 2022* <i>(*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)</i>
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 <i>Individual</i> Recommendation Form for Meritorious Commendation (Form 2322/002) |

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; 8/5/14; 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 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 12/16/22

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



**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: _____

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:

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:

Applicant's Name

Met Criteria

***Did Not Meet Criteria
(*Complete back page)**

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

Completed by:

Signature of Division Committee Chair

Date

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 Division Committee Chair

Date



**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**

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:

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



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

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 College Committee Chair

Date



**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:

- 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:

- 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



**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

Date

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



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