

### **POLICY & PROCEDURES MEMORANDUM**

TITLE: MERITORIOUS

COMMENDATION

**EFFECTIVE DATE:** August 12, 2019\*

(\*Procedural Update 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:** none

**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 <a href="Promotion-in-Rank">Promotion-in-Rank</a> policy and the established selection process and procedures outlined in this memorandum and the College's <a href="Promotion Process Guidelines">Promotion Process Guidelines</a>.

<u>Note</u>: As per 2016-2017 Addendum of <u>AA-2321.11, Promotion-in-Rank</u>, 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 <u>Promotion-in-Rank policy</u>, *and* they must also demonstrate outstanding achievement, recognition, and/or service to the field of education or one's discipline external to the College at the local, regional, or national level as described in this memorandum. Recipients of this commendation are rewarded in accordance with the College's <u>Meritorious Award Specifications</u>.

Faculty members apply for Meritorious Commendation through the same yearly application and recommendation process for those faculty members applying for promotions in rank. They are responsible for familiarizing themselves with the *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 <u>Promotion-in-Rank</u> policy, and the selection process and procedures are outlined in this memorandum and the College's <u>Promotion Process Guidelines</u>. Questions should be directed to the appropriate supervisor.

### 4. Requirements for Meritorious Commendation

To earn Meritorious Commendation, a Professor must have completed a minimum of three years (six semesters, not including summer) of continuous service (approved paid leaves of absence will be counted as part of this requirement; unpaid leaves of absence will not be counted as part of this requirement, but time immediately before and after the leave may be used to fulfill this requirement) of continuous service in present rank at Delgado Community College. The candidate must have participated in the 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 <u>Promotion-in-Rank</u> policy, the portfolios of faculty members applying for Meritorious Commendation must also demonstrate participation in the additional category as follows (see Division Committee *Individual* Recommendation Form for Meritorious Commendation, Form 2322/002, for minimum instances requirements for each category):

Achievements and/or service to the profession or discipline external to the College: Applicants must document accomplishments, recognition, and/or service at the local, regional or national level external to the College, at least once during the five preceding academic years, not including the current academic year and any year prior to the academic year in which the applicant previously applied for the approved promotion to professor.

### 5. Required Format of the Meritorious Commendation Portfolio

The portfolios of faculty members applying for Meritorious Commendation must adhere to the same required portfolio format as outlined in the College's Promotion-in-Rank policy; however, the following must also be included:

Documentation of achievements and/or service to the profession or discipline external to the College for one of the five preceding academic years, not including the current academic year nor any year prior to the academic year in which the applicant previously applied for the approved promotion to professor. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be considered.

### 6. Recommendation Procedure and Forms

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

### Attachments:

*Meritorious Commendation Forms (Attachments A - G):* 

Attachment A - Application for Meritorious Commendation:

Verification of Meritorious Commendation Eligibility Form (Form 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

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

Policy and Procedures Memorandum <u>Professional and Educational Requirements for Faculty</u>
Policy and Procedures Memorandum <u>Faculty Evaluation and Improvement of Instruction</u>

#### 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 Procedural Update Effective 8/12/19

#### Distribution:

Distributed Electronically Via the College's Website

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

## Delgado

### **VERIFICATION OF ELIGIBILITY FOR MERITORIOUS COMMENDATION (Part A of Application)\***

Division	Date	
	Minimum Time-In-Rank Eligibility Requirement	
Date of Promotion to 1	Professor	
	(attach documentation)	
	Professional Preparation Eligibility*	
Teaching Discipline		
Minimum Credentials	Held (yes/no)	
	Held (yes/no)(attach transcripts)	
Academic Areas only:	Number of Graduate Credits in Discipline	
	Eligibility Based on Supervisor Evaluations*	
	s indicate a rating of "4" or "5" for the last three consecutive academic years	
	(attach summary sheets)	
The applicant meets the	minimum Time-in-Rank requirements, Professional Preparation Eligibility requirements, s based on Annual Supervisor Evaluations.	
Yes	No	
Reason (if no)		
Signature of Division	Dean Date	
applicant. Only the Surtranscripts are NOT to b		ge
	Form 2322/001A (8/	 19)



# 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 YearExplanation		
Missing Year Explanation		
Signature of Applicant	Date	_
Signature of Division Dean/Coordinator	Date	_

Form 2322/001B (8/19)



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

### **Required Format of the Meritorious Commendation Portfolio**

Yes	No		
		Title Pageindicating name of applicant apply	ing for Meritorious Commendation
		Table of Contents	
		Verification of Meritorious Commendation Eligi	bility Form (Form 2322/001A)
		Verification of Meritorious Commendation Doc	umentation Form (Form 2322/001B)
		Supervisor Evaluation Summary Sheets for the I summary sheets must not include a supervisor every year <i>prior to</i> the academic year in which the appromotion to professor. Documentation from the applied for the last approved promotion may be	valuation for the current academic year and any licant previously applied for the approved academic year in which the applicant previously
		Preliminary Evaluation Agreements for the last t relevant, for each additional applicable academic	
		goals in the areas of (1) teaching and related actidepartments, division and the College, and (3) prominimum of three of the five preceding applicability other accomplishments and contributions <i>may</i> all academic year must not be included, nor any documents and contributions and contributions may all academic year must not be included, nor any documents and contributions.	rofessional service and/or development for a le academic years for each area. Documentation for so be included. Documents from the current cumentation <i>prior to</i> the academic year in which d promotion to professor. Documentation from the
		Documentation of leadership and sharing of experiors for a minimum of three of the five precurrent academic year and any year prior to the applied for the approved promotion to professor academic year in which the applicant previously included.	ceding applicable academic years, not including the academic year in which the applicant previously must be included. Documentation from the
		Documentation of achievements and/or servithe College for one of the five preceding aca academic year and any year prior to the acade applied for the approved promotion to profest academic year in which the applicant previously included.	demic years, not including the current lemic year in which the applicant previously ssor must be included. Documentation from the
The F	Portfolio	contains the required elements listed above.	
Signa	ture of	Applicant	Date
Signa	ture of l	Division Dean/Coordinator	Date

Form 2322/001C (8/19)

Attachment B

### Delgado

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

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Form 2322/002 (8/19) (page 1 of 3)

Attachment B (continued)

Form 2322/002 (8/19) (page 2 of 3)

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Attachment B (continued)

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	·		YesNo	
VII.	Achievements and/or	service to the Profe	ssion or Discipline Extern	al to the College
	activities at the local, reg for meritorious commend	gional, or national level dation and relate to the sumentation for other acc	t least once during the period of external to the College accord goals agreed upon each year of complishments and contribution to be included.	ing to the criteria specified n the Preliminary Evaluation
	Required: Academic Year	( - )	Yes	No
	Optional: Academic Year	( - )	Yes	No
	Required: Academic Year Optional: Academic Year ( Optional: Academic Year (		Yes	No
comm	portfolio satisfactorily mee	ets all of the above crit whether you agree that t	eria, the applicant is eligible f he requirements for meritorion	or meritorious
Signa	ture of Committee Member		Date	
TC /1			OT been satisfactorily met,	
that ca	ategory is insufficient, the a please indicate reason or re-			on at this time. If such is the
that cace, p	~ ·	asons for denying merit		on at this time. If such is the

Attachment C



### DIVISION COMMITTEE RECOMMENDATION FORM

### **Portfolio Listing for**

### **MERITORIOUS COMMENDATION**

	From							
	Division	<u></u>						
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						
,		<del></del> -						
		<del></del> -						
Completed by:								
Signature of Division Committee Chair	Date	Form 2322/003 (8/19)						

Attachment D



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

	Supervisor Evalu	uations: (	must be "4" or	"5" for all thre	ee years)	
	Note: Evaluations					
	Academic Year (		)	Rating		
	Academic Year (		)	Rating		
	Academic Year (		)	Rating		
•	Preliminary Eva	luation A	agreements (cl	neck 'yes' or 'r	o' if included in pack	et)
	Academic Year (		)	Yes	No	
	Academic Year (			YesYes	No	
	Academic Year (			Yes	No	
	If Applicable:					
	-j rippitettote.					
	Academic Year (		)		No	
ſ	Academic Year (		)	Yes	No	
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ſ.	Academic Year (	elated Ac uces for at l	tivities/ Acade least three of the j) Instance: ) Instance:	Yes mic Support (five preceding app	No All Applicants) blicable academic years:	
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ſ <b>.</b>	Academic Year (		tivities/ Acade least three of the j ) Instance:	Yes mic Support ( five preceding app	All Applicants) plicable academic years:	
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Form 2322/004 (8/19) (page 1 of 3)

Attachment D (continued)

Form 2322/004 (8/19) (page 2 of 3)

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Academic Year (		) Instance:
Academic Year (		) Instance:
Comments:		
		inary Evaluation Agreement Forms? Documentation for other outions may also be included. Note: Evaluations from current academic year.
		Yes No
Minimum of 6 instar Academic Year (		least three of the five preceding applicable academic years:
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Attachment D (continued)

	Rank of Professor on Minimum of 3 instances for	ly) or at least three of the five pre	ceding applicable academic	years:
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	Comments:			
	activities designed to sharelate to the goals agreed	ts and contributions may al	s according to the criteria s iminary Evaluation Agree	specified for this rank and ment Forms? Documentation
		Yes	No	
VII.	Achievements and/or	service to the Profession	on or Discipline Extern	al to the College
	activities at the local, reg for meritorious commend Agreement Forms? Docu	indicate participation at leadional, or national level extendation and relate to the goal amentation for other accomparent academic year are not	ernal to the College accords s agreed upon each year of plishments and contribution	ing to the criteria specified n the Preliminary Evaluation
	Required: Academic Year	( - )	Yes	No
	Optional: Academic Year		Yes	No
	Required: Academic Year Optional: Academic Year Optional: Academic Year (		Yes	No
	Comments:			
If the p	portfolio satisfactorily mee		, the applicant is eligible for	
Signat	ure of Committee Member		Date	
that ca	tegory is insufficient, the a	bove categories <b>have NOT</b> applicant is NOT eligible for asons for denying meritoric	r meritorious commendation	or if the documentation for on at this time. If such is the
 Signat	ure of Committee Member		Date	
			Form	2322/004 (8/19) (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:

Applicant's Name	Met Criteria	Did Not Meet Criteria
		<del></del>
		<del></del>
Completed by:		
Signature of College Committee Chair	Da	te Form 2322/004 (8/19

Attachment F

## Delgado

## ACADEMIC AFFAIRS PROMOTION APPEALS COUNCIL INDIVIDUAL RECOMMENDATION FORM for MERITORIOUS COMMENDATION

To be used by Academic Affairs Promotion Appeals Council Members

Divisi	ion				
Apply	ying For				
Date of	of Promotion to Profess	or			
I.	Supervisor Evaluation Note: Evaluations from	ons: (must be "4" on current academic year	r "5" for all ar are not to be	three years) included.	
	Academic Year (	)	Rating		
	Academic Year (	)	Rating		
	Academic Year (		Rating		
II.	Preliminary Evaluat	ion Agreements (c	check 'yes' o	r 'no' if included in p	acket)
	Academic Year ( -	)	Yes	No	
	Academic Year ( Academic Year (		Yes	No	
	Academic Year ( -		Yes	No	
	If Applicable:				
	Academic Year (	)	Yes	No	
	Academic Year (		Yes	No	
III.	Teaching and Relate Minimum of 6 instances f  Academic Year ( Academic Year (	for at least three of the ) Instance: _ ) Instance: _	five preceding	applicable academic yea	
	Academic Year (	- ) Instance:			
	Academic Year (	- Instance:			
	Academic Year (	- Instance:			
	Comments:				
	Does the documentation instruction according to year on the Preliminary contributions <i>may</i> also be	the criteria indicated Evaluation Agreeme	I for the desire ent Forms? Do	ed rank and relate to the cumentation for other a	goals agreed upon each ccomplishments and
		Yes	No		

Form 2322/005 (8/19) (page 1 of 3)

Attachment F (continued)

Academic Year (	) Instance:
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Academic Year (	) Instance:
Academic Year (	) Instance:
Academic Year (	
Academic Year (	) Instance:
Comments:	
	n indicate annual participation in activities of service to students, departme
	eccording to the criteria specified for the desired rank and relate to the goals
	Preliminary Evaluation Agreement Forms? Documentation for other ontributions <i>may</i> also be included. <i>Note: Evaluations from current academi</i>
accomplishments and c	ontributions may also be included. Note: Evaluations from current academi
noi io ve incinaea.	
	Yes No
	Yes No
	Yes No
	and Development (All Applicants)
Minimum of 6 instances	and Development (All Applicants) for at least three of the five preceding applicable academic years:
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Attachment F (continued)

VI.	Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (for Rank of Professor only)						
	Academic Year (	indicate at	nstance:nstance:nstance:nstance:nstance:nstance:nstance:	camples of	participation in lea	adership activities or in	
		d upon each	year on the	Preliminary	Evaluation Agree	specified for this rank and ement Forms? Documentational aluations from current	n
			Y	es	No		
	activities at the local, reformeritorious commen Agreement Forms? Doc Note: Evaluations from c	gional, or na dation and a umentation urrent acade	ational level of relate to the g for other acc pemic year are	external to goals agree omplishme not to be ind	the College accord upon each year onto the contribution of the con	covered by the Portfolio in ling to the criteria specified on the Preliminary Evaluations <i>may</i> also be included.	n
	Required: Academic Year Optional: Academic Year Optional: Academic Year Comments:		)		YesYesYes	No No 	
comm	portfolio satisfactorily <b>me</b>	ets all of th whether you	e above crite u agree that the	eria, the ap	plicant is eligible	for meritorious ous commendation have been	 1
Signat	ure of Committee Membe	 r		_	Date		
If the o	criteria for any one of the	above categ applicant is	NOT eligible	e for merito	atisfactorily met,	or if the documentation for ion at this time. If such is the	ie
Signat	ure of Committee Membe	<u> </u>			Date		
J						n 2322/005 (8/19) (page 3 of	·3)

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
	<u> </u>	
	<u> </u>	
	<u> </u>	
	<u> </u>	
		·
Completed by:		
Signature of Vice Chancellor for Academic Affairs	Date	

Form 2322/007 (8/19)

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