

### Policy No. AA-2322.1 POLICY & PROCEDURES MEMORANDUM

TITLE: MERITORIOUS

COMMENDATION

EFFECTIVE DATE: May 2, 2024\*

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

Legislature Regular Session 2010;

Original 12/11/07)

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

**CATEGORY:** Academic (AA)

#### **POLICY STATEMENT**

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

Meritorious Commendations approved during one academic year will become effective at the beginning of the fall semester of the following academic year. Recommendations for Meritorious Commendation shall be the result of the College's *Portfolio Promotion System* described in the <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>.

#### PROCEDURES & SPECIFIC INFORMATION

#### 1. Purpose

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

#### 2. Scope and Applicability

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

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

#### General

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

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

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

#### 4. Requirements for Meritorious Commendation

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

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

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

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

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

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

#### 6. Recommendation Procedure and Forms

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

#### Attachments:

Meritorious Commendation Forms (Attachments A – G):

Attachment A - Application for Meritorious Commendation:

Verification of Meritorious Commendation Eligibility Form (Form 2322/001A)

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)

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

Attachment E - College Committee Recommendation Form for Meritorious

Commendation (Form 2322/005)

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

Recommendation Form for Meritorious Commendation (Form 2322/006)

Attachment G - Academic Affairs Promotion Appeals Council Recommendation

Form for Meritorious Commendation (Form 2322/007)

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

#### Policy Reference:

Policy and Procedures Memorandum Promotion-in-Rank

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

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

Policy and Procedures Memorandum Faculty Evaluation and Improvement of Instruction

#### Procedural Updates:

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

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

Vice Chancellor for Academic and Student Affairs Approval:

Procedural Update Effective 8/9/21

Procedural Update 12/16/22

Procedural Update 5/2/24

#### Distribution:

Distributed Electronically Via the College's Website

### Delgado

### Application for Meritorious Commendation: VERIFICATION OF ELIGIBILITY FOR MERITORIOUS COMMENDATION

Applicant's Name	
Division	Date
	Minimum Time-In-Rank Eligibility Requirement
Date of Last Promotion	(or Hiring)
	(or Hiring)(attach documentation)
	Professional Preparation Eligibility*
Teaching Discipline	
Minimum Credentials H	eld (yes/no)
Academic Areas only: <b>N</b>	umber of Graduate Credits in Discipline
	Eligibility Based on Supervisor Evaluations*
Supervisor Evaluations academic years*	indicate a rating of "4," or "4.5," or "5" for the last three consecutive
(yes/no)	
	ll evaluation forms or supervisor summary sheets)
The applicant meets the	minimum Time-in-Rank requirements, Professional Preparation Eligibility lity Requirements based on Annual Supervisor Evaluations.
Yes	No
Reason (if no)	
Signature of Academic D	ean Date
returned to the applicant	ns verified eligibility, this form and all attached documentation will be Only the Overall Evaluation Forms or Supervisor Evaluation Summary ars 2023-2024) are to be included in the applicant's portfolio.
	Form 2321/001A (5/2

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

Attachment B

### Delgado

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

Division	cant's Name on					
Apply	ing For					
Date of	of Promotion to P	rofessor				_
I.	Supervisor Eva Note: Evalua				all three years) ot to be included.	
	Academic Year	( -	) F	Rating		
	Academic Year	\		RatingRating		
	Academic Year	\		Rating Rating		
II.	Faculty Profess years prior to 2				aluation Agreements for n packet)	academic
	Academic Year	(	)	Yes	No	
	Academic Year	\		Yes	No	
	Academic Year	\		Yes	No	
	If Applicable:	\	/			
	Academic Year	( -	)	Yes	No	
	Academic Year			Yes	No No	
III.	Teaching and I Minimum of 6 in Academic Year Academic Year Academic Year Academic Year Academic Year Academic Year Academic Year	instances for a ( ( ( ( ( (	lnstance: lnstance: lnstance: lnstance: lnstance: lnstance: lnstance: lnstance: lnstance:	of the five pr	eants) receding applicable acade	- - -
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		_Yes	No	Form :	2322/002 (5/24) (page 1 of	f 3)

Attachment B (continued)

Academic Year (	Academic Year ( Academic Year (	
Academic Year (	Academic Year (	) Instance:
Academic Year (	Academic Year (	) Instance:
Academic Year (	\	) Instance:
Academic Year (	Academic Year ( -	) Instance:
Does the documentation indicate annual participation in activities of service to students, departments, division, the College, and the community, according to the criteria specified desired rank and relate to the goals agreed upon each year on the Faculty Professional Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-20 Documentation for other accomplishments and contributions may also be included.	\	) Instance:
departments, division, the College, and the community, according to the criteria specified desired rank and relate to the goals agreed upon each year on the Faculty Professional Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-20 Documentation for other accomplishments and contributions may also be included. YesNo  Professional Development (All Applicants)  Minimum of 6 instances for at least three of the five preceding applicable academic years:  Academic Year (	Comments:	
Professional Development (All Applicants)  Minimum of 6 instances for at least three of the five preceding applicable academic years:  Academic Year (	departments, division, the Colleg desired rank <i>and</i> relate to the go Forms (or Preliminary Evaluation Documentation for other accomp	ge, and the community, according to the criteria specified for eals agreed upon each year on the Faculty Professional Grown An Agreement Forms for academic years prior to 2023-2024)? Alishments and contributions may also be included. <b>Note</b> :
Minimum of 6 instances for at least three of the five preceding applicable academic years:  Academic Year (		Yes No
Academic Year (		
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Comments:	Academic Year (	) Instance:

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

Attachment B (continued)

#### VI. **Leadership (for Rank of Professor only)** Minimum of 3 instances for at least three of the five preceding applicable academic years: Academic Year ( ) Instance: Academic Year ( ) Instance: \_\_\_\_\_ Academic Year (\_\_\_\_\_ - \_\_\_\_ ) Instance: \_\_\_\_\_ Academic Year (\_\_\_\_\_ - \_\_\_\_) Instance:\_\_\_\_\_ Academic Year (\_\_\_\_\_ - \_\_\_\_) Instance:\_\_\_\_\_ - ) Instance: Academic Year ( Comments: Does the documentation indicate at least three examples of participation in leadership activities according to the criteria specified for this rank and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included. VII.

#### Achievements and/or service to the Profession or Discipline External to the College

Does the documentation indicate participation at least once during the period covered by the Portfolio in activities at the local, regional, or national level external to the College according to the criteria specified for meritorious commendation and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions may also be included. Note: Evaluations from current academic year are not to be included.

Yes

Optional: Academic Year (Optional: Academic Year (Comments:		Yes Yes	No No

)

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

Required: Academic Year (

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

Signature of Committee Member Date

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

No

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

Attachment C



#### **DIVISION COMMITTEE RECOMMENDATION FORM**

#### **Portfolio Listing for**

#### **MERITORIOUS COMMENDATION**

From

<del></del>	Division	<del></del>
For each Meritorious Commendation Po the Portfolio met the criteria specified fo		
Applicant's Name	Met Criteria	*Did Not Meet Criteria (*Complete back page)
Completed by:		
Signature of Division Committee Chair	 Date	Form 2322/003 (5/24 <i>front</i> )

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

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

Attachment D

### Delgado

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

ate	ying For of Promotion to Professor _			
	Supervisor Evaluations: Note: Evaluations from			
	Academic Year (	)	Rating	
	Academic Year (	)	Rating	
	Academic Year (	)	Rating	
	Faculty Professional Groyears prior to 2023-2024			lluation Agreements for ac
	Academic Year ( -	)	Yes	No
	Academic Year ( -		Yes	 No
	Academic Year ( -		Yes	No
	If Applicable:	/		
	Academic Year (	)	Yes	No
	Academic Year ( -		Yes	 No
	Teaching and Direct Inst Minimum of 6 instances			eceding applicable acader
			onac:	
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Attachment D (continued)

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		demic year are not to	be included.	
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Signature of Committee Member

May 2, 2024\*

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

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Academic Year (		) Instance:_			
Comments:					
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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:

Date

Signature of Committee Member Date

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

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

Attachment E



#### **COLLEGE COMMITTEE RECOMMENDATION FORM**

#### **Portfolio Listing for**

#### **MERITORIOUS COMMENDATION**

#### From

#### The College Committee

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

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

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

Applicant's Name\_

May 2, 2024\*

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

Attachment F

### Delgado

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

Supervi <i>Note:</i>			"4" or "4.5," or "5" for a academic year are no		
Academ	nic Year (	)	Rating		
	nic Year (	)	Rating		
Academ	nic Year (	)	Rating		
			ns (or Preliminary Eva res' or 'no' if included in	luation Agreements for a packet)	acaden
Academ	nic Year (	- )	Yes	No	
Academ	nic Year (		Yes	No	
Academ	nic Year (		Yes	No	
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	nic Year (	)	Yes	No	
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Attachment F (continued)

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Academic Year ( -	) Instance:	
Academic Year (	) Instance:	
Academic Year (	) Instance:	
Academic Year (	) Instance:	<u> </u>
Comments:		
Documentation for other a	luation Agreement Forms for academic years prior to 202 accomplishments and contributions <i>may</i> also be included. It academic year are not to be included.  Yes  No	
no for a transfer of the section of		
Professional Developn	nent (All Applicants) at least three of the five preceding applicable academic ye	
	at react times or the proceding approache academic y	ears:
Academic Year (	) Instance:	
Academic Year ( Academic Year (	) Instance: ) Instance:	
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Academic Year (	) Instance:  odicate annual participation in professional development a ecified for the desired rank and relate to the goals agreed sional Growth Forms (or Preliminary Evaluation Agreeme	activition
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Academic Year (	) Instance:  odicate annual participation in professional development a ecified for the desired rank and relate to the goals agreed sional Growth Forms (or Preliminary Evaluation Agreeme 23-2024)? Documentation for other accomplishments are included. <i>Note: Evaluations from current academic years</i>	activi
Academic Year (	) Instance:  odicate annual participation in professional development a ecified for the desired rank and relate to the goals agreed sional Growth Forms (or Preliminary Evaluation Agreeme 23-2024)? Documentation for other accomplishments ar	activitid upor

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

Attachment F (continued)

### VI. Leadership (for Rank of Professor only)

	Minimum of 3 instances for	at least three of the fiv	e preceding applicable ac	cademic years:
	Academic Year ( -	) Instance:		
	Academic Year ( -	) Instance:		
	Academic Year ( -	) Instance:		
	Academic Year ( -	) Instance:		<del></del>
	Academic Year ( -	) Instance:		
	Academic Year ( -			
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	Comments:			
	Does the documentation indaccording to the criteria spethe Faculty Professional Gryears prior to 2023-2024)? be included. <i>Note: Evaluation</i>	ecified for this rank and owth Forms (or Prelim Documentation for oth	d relate to the goals agre iinary Evaluation Agreem ier accomplishments and	ed upon each year on nent Forms for academic I contributions <i>may</i> also
		Yes	No	
VII.	Achievements and/or se	ervice to the Profe	ssion or Discipline Ex	cternal to the College
	Does the documentation ind Portfolio in activities at the I criteria specified for meritor the Faculty Professional Grayears prior to 2023-2024)? be included. <i>Note: Evaluation</i>	ocal, regional, or nation ious commendation a owth Forms (or Prelim Documentation for ot	onal level external to the nd relate to the goals agr ninary Evaluation Agreem her accomplishments and	College according to the reed upon each year on nent Forms for academic d contributions <i>may</i> also
	Required: Academic Year (	- )	Yes	No
	Optional: Academic Year (		Yes	No
	Optional: Academic Year ( Comments:	)	Yes	No
Please	portfolio satisfactorily <b>meets all c</b> e indicate whether you agree tha cumentation in this portfolio.			
Signat	rure of Committee Member		Date	<del></del>
that ca	criteria for any one of the above on ategory is insufficient, the applicate please indicate reason or reasor	ant is NOT eligible for m	eritorious commendation at	
Signat	ure of Committee Member	· · · · · · · · · · · · · · · · · · ·	Doto	
Signal	ure or Committee Member		Date Fo	orm 2322/005 (5/24) (page 3 of 3)

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

Attachment G



### ACADEMIC AFFAIRS PROMOTION APPEALS COUNCIL RECOMMENDATION FORM

#### **Portfolio Listing for**

#### **MERITORIOUS COMMENDATION**

#### **From**

#### The Academic Affairs Promotion Appeals Council

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

Applicant's Name	Met Criteria	*Did Not Meet Criteria (*Complete back page)
Completed by:		
Signature of Vice Chancellor for Acade	mic Affairs Date	

Form 2322/007 (5/24 front)

The applicant(s) below did not meet the criteria specified for Meritorious Commendation
Applicant's Name:
Reason for not meeting criteria:
Applicant's Name:
Reason for not meeting criteria:
Applicant's Name:
Reason for not meeting criteria:
Applicant's Name:
Reason for not meeting criteria:
Completed by:
Signature of Vice Chancellor for Academic Affairs Date

Attachment H



#### **Meritorious Commendation Award**

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

- 1. must relate to the professor's teaching discipline(s);
- 2. must be held within two (2) academic years of date of award;
- expenses (in accordance with state travel guidelines) not to exceed \$2,000 will be paid by the College (includes registration, airfare, accommodations, and meals for recipient only); and
- 4. following attendance, the professor must provide a written summary of their academic experience(s) to the Office of Instructional Technology, Support, and Professional 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 Instructional Technology, Support, and Professional Development.

Procedural Update Approval: 5/2/24