



**APPENDIX B
ADMINISTRATIVE ACHIEVEMENT AWARD APPLICATION**

ELIGIBILITY CRITERIA FOR THE ADMINISTRATIVE ACHIEVEMENT AWARD:

- Please see Chapter 12

DATE: _____

APPLICANT NAME: _____

DIVISION/DEPARTMENT _____

FIRST DAY EMPLOYED AS AN ADMINISTRATOR: _____

I AM APPLYING FOR MY 1ST 2ND 3RD 4TH APPLICATION.

Signature of Applicant Requesting Administrative Achievement Award (AAA) _____
Date

THIS AREA TO BE COMPLETED BY THE EVALUATING ADMINISTRATOR

Application Checklist:

- _____ 1. A letter of application
- _____ 2. Current "comprehensive" evaluation*.
- _____ 3. Four-Year Summary of Professional Growth Activities.
- _____ 4. Special service activity for each year of the four years.

* Chapter 12.3 defines "current" to be within the three-year period immediately preceding the award application.

I do _____ / do not _____ recommend approval.

Supervisor Name & Title

Supervisor Signature

College President or Vice Chancellor

Date