ELIGIBILITY CRITERIA FOR THE ADMINISTRATIVE ACHIEVEMENT AWARD:

- An administrator must have completed at least 4 years as an administrator in the District and served for one year at the top step of the administrative salary schedule.
- Grant or Categorically Funded Administrators are eligible for an Award if the grant funds are available to support the award.

DATE: ____/_____/_____

APPLICANT NAME: _____________________________________________________________________

DIVISION/DEPARTMENT: _____________________________________________________________________

FIRST DAY EMPLOYED AS AN ADMINISTRATOR: _____/_____/_____

IF THIS YOUR FIRST, SECOND, THIRD OR FOURTH APPLICATION? _______________________________

Signature of Applicant requesting consideration of an Administrative Achievement Award     Date

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THIS AREA TO BE COMPLETED BY THE EVALUATING ADMINISTRATOR

Application Checklist:

_____ 1. A letter of application

_____ 2. Current “comprehensive” evaluation per Chapter IX, Section C, Area 1*

_____ 3. Four-Year Summary of Professional Growth Activities per Chapter IX, Section C, Area 2

_____ 4. Special service activity for each year of the four years per Chapter IX, Section C, Area 3

*Chapter IX, Section C, Area 1 defines “current” to be within the three-year period immediately preceding the award application.

I do_____ / do not _____ recommend approval.

Print Name

_____________________________ _____/______/______

College President or Chancellor (required signature) Date