



The State University  
of New York

## **POLICIES AND PROCEDURES**

*Academic Years 2016 – 2017 and 2017 – 2018*

### ***Chancellor's Award for Excellence in Adjunct Teaching***



# General Criteria for Chancellor's Awards

## NATURE OF THE PROGRAM

The Chancellor's Awards for Excellence are System-level honors conferred to acknowledge and provide system-wide recognition for superior professional achievement and to encourage the ongoing pursuit of continuous academic excellence. These programs underscore SUNY's commitment to sustaining intellectual vibrancy, advancing the boundaries of knowledge, providing the highest quality of instruction, and serving the public good.

## REWARDS OF SELECTION

Individuals selected for this tribute are the SUNY community's role models. In acknowledgment of their selection, recipients will be given recognition by the addition of the phrase "State University Chancellor's Award for Excellence in . . .," where appropriate. A letter, certificate, and a Chancellor's Award for Excellence Medallion are also bestowed upon the recipient to commemorate the honor. In addition, campuses are encouraged to supplement these commemoratives as appropriate to campus resources. Frequently, those selected are honored by their campuses during commencement, at academic convocations, or at special events hosted in honor of their selection.

## CAMPUS PARTICIPATION

All State University of New York campuses may nominate candidates for these awards: doctoral degree granting institutions, university colleges, technology colleges, and community colleges. Campus participation in the programs, however, is at the discretion of the campus President but all campuses are encouraged to participate.

## NUMBER OF NOMINATIONS (NOMINATION ALLOCATIONS)

A limit is placed on the number of candidates a campus may submit to each award program in order to preserve the honor and prestige associated with the selection. These caps are formula-driven and based on the ratio to campus Full-Time Equivalent (FTE) students.

Regardless of the ratio, each campus may submit at least one nomination to each award program annually. Nomination allocations are not interchangeable from program to program, nor can they be carried forward from year-to-year. Campuses that submit more than their prescribed nominations will have all nominations returned without review.

**There is no requirement to nominate annually, nor will the absence of submissions in any cycle be detrimental to campus nominations made in subsequent cycles.**

## CANDIDATE'S CHARACTERISTICS

Individuals nominated for these awards must meet all prescribed eligibility criteria and must be individuals who have made an exceptional contribution to the State University and its students. They must be respected by the campus community and worthy of emulation by colleagues and students on the home campus and across SUNY.

There are also circumstances that preclude nomination regardless of the program. The following are special conditions that limit eligibility and these restrictions apply to all programs:

- Individuals holding Distinguished Faculty Rank: Distinguished Librarian, Distinguished Professor, Distinguished Service Professor and Distinguished Teaching Professor – **may not be nominated for an Excellence Award in any of the categories;**
- Recipients of an Excellence Award may not be nominated for another Excellence Award within a five-year interval;
- Recipients of an Excellence Award may not be re-nominated for an award in the same category;
- The chief campus officer for academic, student, or administrative affairs, or persons serving in these capacities, may not be nominated for an Excellence Award. **Other exclusions include the following as well as other comparable titles:** Direct reports to the campus President or Chancellor, Vice Chancellors and above, Vice Presidents and above, Vice Provosts and above, Senior Counsels and above, and the Deans of the College of Ceramics at Alfred University and the New York State Colleges of Agriculture and Life Sciences, of Human Ecology, of Industrial and Labor Relations, and of Veterinary Medicine at Cornell University; and
- Posthumous nominations are ineligible.

# **ELIGIBILITY AND SELECTION CRITERIA SPECIFIC TO THE CHANCELLOR'S AWARD FOR EXCELLENCE IN ADJUNCT TEACHING**

## **EXCELLENCE IN ADJUNCT TEACHING (EIAT)**

### **Nature of the Program**

The Chancellor's Award for Excellence in Adjunct Teaching recognizes consistently superior teaching at the graduate, undergraduate, or professional level in keeping with the State University's commitment to providing its students with instruction of the highest quality.

**The ratio of FTE students to nominees for the Chancellor's Award for Adjunct Teaching shall be the same as the ratio for nominees for the Chancellor's Award for Excellence in Full-time Teaching.**

**Note: This ratio is currently 1 nominee per 2000 FTEs.**

### **SELECTION CRITERIA**

**The primary criterion is skill in teaching.**

Teaching Techniques and Representative Materials – There must be positive evidence that the candidate performs superbly in educational environments. The nominee must maintain instructional policies that adapt readily to student needs, interests and problems. Mastery of teaching techniques must be demonstrated and substantiated.

Candidates' evaluations of students' work must be strongly supported by evidence. When available, student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) may provide a clear idea of the nominee's effectiveness in teaching.

**Additional consideration, as appropriate, may be given to:**

- Outstanding support for the intellectual growth of individual students;
- Demonstrated use of relevant contemporary data from their discipline(s) in their teaching. Evidence may be scholarly and/or widely recognized experience in the field;
- Number of students per course; and
- Different teaching techniques employed.

### **Eligibility Criteria Specific to the EIAT**

- Nominees must be Adjunct Faculty as generally defined by the specific SUNY institution. Individuals serving in full-time professional or academic positions at a SUNY institution are not eligible for this award;
- Nominees must have taught, over the proceeding five years, a total of courses equivalent to one-half of a three-year full-time teaching load in the appropriate department;
- Nominees may also serve in adjunct roles at other educational institutions; and
- Nominees must be employed by the nominating campus at the time of the nomination.

## SELECTION PROCESSES

Campuses are required to empanel a specifically-constituted committee to elicit nominations, evaluate candidates, and recommend to the campus President the candidates to forward to the System Administration level. The following describes the overarching and program-specific requirements.

### CAMPUS NOMINATION PROCESS

The programs require that nominations coming forward to the System Administration level be the product of an objective and rigorous campus review. Further, the nomination process should benefit from the involvement of a broad spectrum of the campus community including faculty, students, and administration. **Under no circumstance may individuals apply – or self-nominate – for these awards.**

The nomination requirements are as follows:

### CAMPUS REVIEW

As previously noted, the awards require the establishment of a committee specifically charged with selecting the campus's nominees. In addition, the programs go on to specify the construct of the committees.

**Committee Appointment and Structure** – The campus selection committees for these awards shall be appointed by the campus governance structure (as is currently done by each campus for appointment of other faculty committees) with the concurrence of the campus President. The committee shall include the chair (or chair's designee) of the campus faculty governance organization; one member, designated by the campus President, to act in an *ex officio* capacity; and full-time and part-time faculty and student representation.

**Campus Selection Committee Role** – The **primary evaluation of the nominee's qualifications is the responsibility of the campus.** The local Selection Committee solicits nominations; conducts an objective and rigorous evaluation of the merits of candidates nominated; recommends to the campus President nominees to go forward to System Administration; and prepares the final nomination portfolio. Consequently, nominations received at System Administration should represent the campus's finest exemplars of the qualities recognized through these awards.

The campus Selection Committee shall make its report in the form of a recommendation to the campus President, and shall forward to the campus President no more than the number of nominations allowed. Nominations endorsed by the campus President shall be forwarded to the Program Manager for Faculty and Staff Awards, Office of the Provost and Executive Vice Chancellor at System Administration.

**Note:** The campus process may be more extensive and its requirements more stringent than the requirements outlined in these program guidelines. However, they cannot be less rigorous than the program requirements highlighted here.

## Confidentiality

Selection for an Excellence Award is an event of great joy and pride for the recipient and the campus. Conversely, non-selection generates enormous disappointment. **The sensitivities inherent in such recognition programs and the nature of the supporting documentation involved make it imperative that all deliberations of the campus committee remain strictly confidential.** (Ideally, this should extend to the identity of those selected by the local Selection Committee as the campus' nominees for these awards.)

**Because of the confidential nature of these proceedings, the System Administration Program Manager of these awards will interact only with the campus President, campus chief academic officer, or the President's designee.**

## SUPPORT FILE

The campus Selection Committee is responsible for preparing the nomination portfolio submitted to System Administration. For each nominee, the campus must submit **one original hard copy (additional copies are not necessary)** of the nomination portfolio. It must be collated in the order presented below and must include the following:

**Checklist Cover Sheet** – This form **must be the first sheet of the nominee's portfolio**. It is used to ensure compliance with program policies and procedures and for administrative purposes. The form is appended to these guidelines. The Checklist contains the certifications regarding the candidate's eligibility and campus compliance with the program policies and procedures. **The campus President** must sign the Checklist. Nominations received without this endorsement will receive technical disqualifications.

**Transmittal Letter** – A brief transmittal letter addressing how the candidate meets the selection criteria is required from the campus President. This letter should reflect the rationale the campus committee used to make the nomination and speak specifically to the candidate's merit. The letter should be addressed to the State University Provost and Executive Vice Chancellor, Dr. Alexander N. Cartwright, State University of New York, System Administration, State University Plaza, Albany, New York 12246.

Note: **A separate letter must accompany each nomination.**

**Nomination Procedures** – A brief explanation is required that describes the mechanism by which nominations were solicited, what evidence was examined by the local Selection Committee in the evaluation of nominees, and how the local committee arrived at its selection.

**Summary Presentation** – The Summary Presentation provides the rationale for the campus's nomination of a particular candidate and sets forth candidate merit for selection. It should reflect the committee's objectivity and impartiality in coming to its decision in what is generally a highly competitive campus process.

The Summary Presentation is the primary documentation available to those involved in the System-level review to explain the campus' rationale for nominating the candidate for this honor. It **must**

address how the candidate **excels in each criterion for selection** for the award to which the candidate is nominated (e.g., if there are three selection criteria, then candidate's performance in each must be described), the candidate's most outstanding qualifications and major achievements attained. The quality of the evidence provided is critical to recommendation. Although excerpts from the recommendations can and should be included, the Summary Presentation must be more than a testimonial. There must be specific, concrete examples of how the nominee fulfills each criterion.

Summary Presentations should not be written by the nominee (or in first person) because this undermines the impartiality and objectivity required of the nomination process. The Summary Presentation is limited to a maximum of five pages, excluding the cover sheet.

**Note: Additional Support File Requirements**

- Current Curriculum Vitae (CV):** An up-to-date and moderately detailed CV containing information on the nominee's career must be included in the nomination portfolio.
  
- Substantiation for Chancellor's Award for Excellence in Adjunct Teaching:** Substantiation that Nominee has taught, over the proceeding five years, a total of courses equivalent to one-half of a three- year full-time teaching load in the appropriate department.

**Note:** None of the nominating documentation will be returned to the campus. **We are not able to accept electronic nomination submissions via e-mail at this time.**

**SUBMISSION**

**Forwarding Address** – The original of the nomination portfolios are to be sent to (**no additional copies required**):

**Ms. Yvette Roberts, Program Manager for Faculty and Staff Awards  
State University of New York, System Administration  
Office of the Provost and Executive Vice Chancellor  
State University Plaza, Room S525  
Albany, New York 12246**

**Deadline** – To facilitate the nomination process on campuses, the deadline for the current program cycle is being provided. **All nomination portfolios must be received by the Program Manager on or before Monday, of the second week of November, with award announcements to be made in mid/late February.**

**Deadline for submission for Academic Year 2016-2017: Monday, November 14, 2016  
Deadline for submission for Academic Year 2017-2018: Monday, November 13, 2017**

**SYSTEM ADMINISTRATION REVIEW**

Each nomination will be reviewed for compliance using the SUNY-wide criteria for selection and eligibility. This means that each nominee's portfolio will be examined to confirm the individual's eligibility and to

ensure that the portfolio contains **substantive evidence (as opposed to testimonials)** in support of each selection criterion for the particular award. This evidence is critical to the recommendation process. **Omission can lead (and has led) to the elimination of potential candidates.**

Where a candidate is not being recommended for selection, the campus President, campus chief academic officer, or the President's designee will be contacted and offered the option of providing the information sought by reviewers, or of withdrawing the nomination from consideration. This also is treated in a confidential manner. Contact with the campus President will be made prior to making award recommendations to the Chancellor.

After review, nominees recommended for this honor will have their names forwarded to the Chancellor through the Office of the Provost and Executive Vice Chancellor at System Administration. Selection is contingent upon approval of recommendations by the Chancellor. **The SUNY Board of Trustees is not involved in the Excellence Awards process.**

**Failure by a campus to comply with the procedures established for the selection of nominees will result in the disqualification of all nominees from that institution.**

## **SELECTION AND NOTIFICATION**

The nominations will be evaluated at the SUNY-wide level and award announcements will be made by mid/late February.

Informal notification occurs via e-mail to the campus President once approval of recommendations has been received from the Chancellor. Formal notification is done by letter from the Chancellor to the recipient with a copy to the campus President. The recipient's original award letter, certificate and medallion will be mailed to the campus President for presentation to the recipient. It is more efficient to handle in this manner for those campuses that wish to present recipients with their award during commencement, at academic convocations, or at special event in honor of their selection.

These guidelines are also available online at the Office of the Provost and Executive Vice Chancellor, and can be accessed at: <http://system.suny.edu/academic-affairs/faculty-staff-awards/>.

**PLEASE DIRECT YOUR QUESTIONS TO YVETTE ROBERTS AT:**

**BY E-MAIL AT YVETTE.ROBERTS@SUNY.EDU**

**BY PHONE AT 518-320-1449**

**BY FAX AT 518-320-1556**

Candidate's Last Name \_\_\_\_\_

**CHECKLIST COVER SHEET FOR  
CHANCELLOR'S AWARD FOR EXCELLENCE IN ADJUNCT TEACHING**

This form is to be the first page of all nominations. All items must be attached and all certifications completed. Please photocopy this form as needed for submission of your nominations.

CANDIDATE'S FULL NAME: \_\_\_\_\_

CANDIDATE'S CAMPUS: \_\_\_\_\_

FULL POSITION TITLE: \_\_\_\_\_

DATE OF HIRE FOR THIS POSITION: \_\_\_\_\_

CANDIDATE'S DEPARTMENT: \_\_\_\_\_

**ENDORSEMENT OF CAMPUS PRESIDENT (REQUIRED)**

I certify campus endorsement of this nomination and compliance with program requirements.

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President's Telephone Number

**PLEASE COMPLETE ALL CERTIFICATIONS FOR REVIEW AT THE UNIVERSITY-WIDE LEVEL**

**MATERIALS SUBMITTED IN CONJUNCTION WITH THE NOMINATION FOR CHANCELLOR'S AWARD FOR EXCELLENCE IN ADJUNCT TEACHING**

The documentation identified below is required as part of the nominee's dossier. Please verify its inclusion in the nomination packet by checking the appropriate boxes.

- President's Transmittal Letter
- Summary Presentation
- Description of Nomination Procedures
- Current Curriculum Vita
- Substantiation that over the proceeding five years the Nominee taught a total of courses equivalent to one-half of a three-year full-time teaching load in the nominating department.

**CAMPUS CONTACT**

Please type the name and telephone number of the individual to be contacted in case questions regarding the nomination arise. **The campus is to identify a single individual as the designated contact for all nominations submitted.**

Name & Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**CERTIFICATIONS**

Please certify campus compliance with the *Policies and Procedures* by checking each of the certifications below. (Please do not include separate statements regarding the certifications.)

- Local Selection Committee** - This is to certify that the local Selection Committee was structured as directed and complied with the current *Policies and Procedures*.
- Eligibility Requirements** - This is to certify that the nominee satisfies all eligibility criteria for the program as prescribed in the current *Policies and Procedures*. Note that an individual is only allowed to receive a Chancellor's Award for Excellence once in five (5) years.
- Compliance with Policies** - This is to certify that this nomination complies with the current *Policies and Procedures*.

This form is also available online at: <http://system.suny.edu/academic-affairs/faculty-staff-awards/>.

**EXPLAIN BELOW ANY DEPARTURES FROM POLICY AS STATED IN THE CURRENT GUIDELINES.**

Nominee's Last Name \_\_\_\_\_

## SUMMARY PRESENTATION COVER SHEET

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NOMINEE'S FULL NAME

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CAMPUS NAME AND DEPARTMENT

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AWARD FOR WHICH  
SUBMITTED

A Summary Presentation must be completed for each nomination submitted for the Chancellor's Award.

This is the only documentation available to reviewers at the System-wide level explaining the rationale for the candidate's nomination for award and forms the basis for the review at the University-wide level.

Most importantly, the Summary Presentation must provide **specific** evidence of how the nominee **excels** in each selection criterion for the program for which the individual is being nominated. It should highlight the nominee's most outstanding achievements. The Summary Presentation is limited to a maximum of five pages, excluding the cover page.

Please feel free to photocopy this. This is also available at <http://system.suny.edu/academic-affairs/faculty-staff-awards/>.