SUNY
The State University of New York

POLICIES AND PROCEDURES

Academic Years 2018-2019 and 2019-2020

Chancellor's Award for Excellence

In

FACULTY SERVICE

LIBRARIANSHIP

PROFESSIONAL SERVICE

SCHOLARSHIP AND CREATIVE ACTIVITIES

AND

TEACHING

Deadlines for Submission:

2018-2019
Tuesday, February 19, 2019

2019-2020
Tuesday, February 18, 2020

CHANCELLOR'S AWARDS ELIGIBILITY AND SELECTION CRITERIA

NATURE OF THE PROGRAM

The Chancellor's Awards for Excellence are System-level honors conferred to acknowledge and provide system-wide recognition for consistently superior professional achievement and to encourage the ongoing pursuit of excellence. These programs underscore SUNY's commitment to sustaining intellectual vibrancy, advancing the boundaries of knowledge, providing the highest quality of instruction and service, and serving the public good. Through these awards, SUNY publicly proclaims its pride in the accomplishment and personal dedication of its instructional faculty, librarians, and professional staff across its campuses. The awards provide SUNY-wide recognition in five categories: Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching.

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 for the particular award received in the college catalogue by the addition of the phrase "State University Chancellor's Award for Excellence in …" A letter, certificate and a Chancellor's Award for Excellence Medallion are also bestowed to commemorate selection. 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 program in order to preserve the honor and prestige of selection. These caps are formula-driven and based on the ratio to campus Full-Time Equivalent (FTE) students shown below:

Librarianship	Faculty Service and Scholarship and Creative Activities	Professional Service	Teaching
1 per 7,000 FTEs	1 per 5,000 FTEs	1 per 2,500 FTEs	1 per 2,000 FTEs

Regardless of the ratio, each campus may submit one nomination to each program annually. The number of nominations allocated to each campus is appended to these guidelines. Nomination allocations are not interchangeable from program to program, nor can they be carried forward from year to year. Campuses submitting more than their allocation of 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 CHARACTERISTICS

Individuals nominated for these awards must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – the selection criteria for the specific award for which they are being nominated. In all cases, candidates must be individuals of achievement, committed to the State University and its students, respected by the campus community and worthy of emulation by colleagues and students on the home campus and across SUNY.

ELIGIBILITY

Each award has program-specific eligibility criteria; nonetheless, there are eligibility criteria common to all. **Regardless of program, nominees must have completed three academic years of full-time appointment at the nominating campus out of the five years just prior to the year of nomination.** Individuals serving in part-time, or visiting capacities – irrespective of the length of their service or amount of their involvement – are ineligible for these programs. **Full-time Clinical faculty and full-time non-tenure track faculty are eligible for nomination in the following categories: Faculty Service, Scholarship and Creative Activities, and Teaching. Please see eligibility chart noted below.**

Eligible for nomination	Faculty Service	Scholarship and Creative Activities	Teaching
Full-time, tenure or tenure track faculty	X	X	X
Full-time, clinical faculty	X	X	X
Full-time, non-tenure track faculty	X	X	X

GENERAL RESTRICTIONS ON ELIGIBILITY

The following preclude nomination to all of the 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 an Excellence Award in another category within a five-year interval;
- Recipients of an Excellence Award may not be re-nominated for an award in the same category;
- Individuals holding academic appointments preceded by the designation "visiting" may not be nominated;
- 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 (but not limited to) as well as other comparable titles:** Direct reports to the 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;
- Individuals should not be nominated in the same season for promotion to Distinguished Faculty rank and an Excellence Award; and
- Posthumous nominations are ineligible.

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PROGRAM SPECIFIC ELIGIBILITY AND SELECTION CRITERIA

EXCELLENCE IN FACULTY SERVICE – (EIFS)

Nature of the Program – EIFS

The Chancellor's Award for Excellence in Faculty Service recognizes the consistently superior service contributions of **teaching faculty.** This service must be sustained over multiple years and may occur in a variety of venues.

Selection Criteria – EIFS

To be nominated, a faculty member must demonstrate consistently superior service. Eligible service contributions may occur in a variety of areas including service to the campus, the State University, the local community, or contributions at the regional, state-wide, national or international levels. Eligible activities may encompass a combination of service contributions to discipline or disciplinary and professional organizations and societies, and to leadership in local or system-wide faculty governance.

The nature of the service **must exceed** the work generally considered to be part of a candidate's basic professional obligation (professional committees, etc.) and **must include service that exceeds that for which faculty are normally compensated.** There must be positive evidence of outstanding achievement and skill in providing leadership, outreach, or other University and/or community service or extraordinary service and leadership in the nominee's professional organizations.

The scope of the service must extend over multiple years, must be geared toward effecting positive change and must involve the generous giving of personal time in service to areas previously described. **Candidates for this award must be full-time teaching/instructional faculty who meet, and preferably exceed, the selection criteria, and who also demonstrate initiative and creativity in exceeding these standards.**

Eligibility – EIFS

Academic Background – Candidates must regularly carry a full-time teaching load as defined by the campus for full-time teaching. **(The definition of a full teaching load varies from campus to campus, but each campus should be satisfied that there can be no question that its nominee meets this criterion. Teachers of studio courses or other specialized courses in which credit hours are normally low are to be considered in terms of the full-time load normally expected for the discipline.)**

The significance of having the campus define "full-time" teaching is particularly relevant in the case of Department Chairs. Campuses frequently provide course reductions for faculty serving in such capacities. If the reduction is applied uniformly, then this reduced load becomes "full-time" for that particular position. Individuals serving in this capacity may be nominated for the award contingent upon their carrying the campus-defined, full-time teaching load for persons performing such administrative responsibilities (*e.g.*, if a campus defines 15 hours as a full-time teaching load for full-time faculty, and 12 hours as a full-time teaching load for Department Chairs, then an individual serving as a Department Chair and teaching the 12

hours and meeting the other eligibility requirements would be eligible for nomination). **The nomination portfolio should clearly indicate that the Department Chair is carrying a campus-defined full-time teaching load as defined for Department Chairs.**

Except for Department Chairs, teaching requirements must constitute more than 50 percent of the position's responsibility. Otherwise, the individual should be considered for the Excellence in Professional Service Award. Please remember that Department Chairs are always considered faculty first, and it is the intent that the Professional Service category be reserved for staff.

Academic Rank – Nominees for the award may hold any full-time academic rank as defined in SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor or assistant instructor, or clinical professor. Please note the State University of New York Policies of the Board of Trustees – April 2017 – Article II - §1 (Terms).

EXCELLENCE IN LIBRARIANSHIP (EIL)

Nature of the Program – EIL

The Chancellor's Award for Excellence in Librarianship recognizes consistently superior professional achievement in the field of librarianship.

Selection Criteria – EIL

Nominees for the award must have demonstrated **extraordinary** performance in the following areas:

Skill in Librarianship – There must be positive evidence that the candidate performs superbly in fulfilling his or her librarianship duties. Consideration should be given to the candidate's ability to perform this function in a creative and innovative fashion that is of outstanding quality.

Service to the University and to the Profession – There must be evidence that the candidate is flexible and adapts readily to the needs of constituents served. Eligible service areas include contributions to the library, the campus, the State University, the community and to the profession.

Scholarship and Continuing Professional Growth – The candidate must keep abreast of developments in the field and use relevant contemporary data in relation to that person's work situation. Evidence in this category should include references to publications, membership and work in professional organizations, attendance at meetings, seminars, etc.

Eligibility Criteria – EIL

Academic Background – Candidates must hold full-time appointment as a faculty librarian and **must** possess a Master of Library Science (MLS) or equivalent (*e.g.*, MLIS).

Academic Rank – Candidates may hold any academic rank as defined in the SUNY Board of Trustees policies: librarian, associate librarian, senior assistant librarian and assistant librarian. **Please note the State University of New York Policies of the Board of Trustees – April 2017 – Article II - §1 (Terms).**

Restrictions – Individuals serving as head of the campus library – or of all the libraries for institutions with multiple libraries – are ineligible for nomination. However, the head of the library may be eligible for the Excellence in Professional Service Award if this individual satisfies the other selection and eligibility criteria for that award.

EXCELLENCE IN PROFESSIONAL SERVICE (EIPS)

Nature of the Program – EIPS

The Chancellor's Award for Excellence in Professional Service recognizes consistently superior professional achievement within and beyond the position.

Selection Criteria – EIPS

Nominees for the award must be individuals who have repeatedly sought improvement of themselves, their campuses and ultimately the State University and, in doing so, have transcended the normal definitions of excellence.

> **At all position levels**, nominees shall be those individuals who can serve as professional role models for a University system in the pursuit of excellence. The following criteria shall be used in selecting persons for nomination of this award:
>
> **Within the Position Description** – The candidate must perform superbly in fulfilling the job description for the position held; and
>
> **Beyond the Position Description** – The candidate should also demonstrate excellence in professional activities **beyond** the parameters of the job description. The ideal candidate will satisfy the standards in a creative and innovative fashion while demonstrating flexibility and adapt-ability to institutional needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision-making and problem-solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, and committee activities.

Eligibility Criteria – EIPS

Candidate Background – Candidates must presently be serving in full-time professional service capacities **(not necessarily titles)** with more than 50 percent of their assignment in non-teaching services. The latter include academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies, and directors of campus libraries. It is the intent that the Professional Service award be reserved for staff working full-time within their nominating campus. Full-time faculty (as defined in the eligibility criteria for Faculty Service) are not eligible. In the case of split-assignments across the nominating campus, individuals are eligible for nomination for this award if they are

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serving in a full-time professional capacity. In addition, support staff not serving in professional class titles are ineligible for nomination, but are eligible for nomination in the Classified Service Awards category. Please note, promotion within a department does not preclude a person from being nominated.

Length of Service – Candidates must have completed three academic years of full-time professional service within the nominating campus out of the previous five years in the position for which they are nominated prior to the year of nomination.

Restrictions – Individuals serving in the classified services are ineligible for nomination (*e.g.*, positions paid on an hourly rather than salary basis are generally in the classified services).

Please note that for the Community Colleges, individuals serving as heads of divisions (frequently referred to as Deans) may be nominated predicated on their fulfilling the eligibility and selection criteria. However, for this sector, the title "Dean of Instruction" frequently refers to the individual who serves as the head campus academic officer. Where this is the case, the individual may not be nominated.

Special Considerations for the Professional Service Award

Exclusively for the Excellence in Professional Service Award, nominations may be made by not-for-profit agencies serving a State University function at one of the organizational units (*e.g.*, the campus Research Foundation offices, etc.) of the State University of New York. Any such nominations count toward the total allocations permissible for the nominating campus. For the purposes of the Professional Service Award, the State University System Administration is considered a campus. It may make one Professional Service nomination drawn from the aggregate of eligible staff at the System Administration, the State University Construction Fund, SUNY Charter Schools Institute, and the SUNY Research Foundation.

The Chancellor can make nominations for additional Professional Service Awards, from either a specific campus, the State University System Administration, the State University Construction Fund, SUNY Charter Schools Institute, or the SUNY Research Foundation provided the individual meets the eligibility requirements.

EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES (EISCA)

Nature of the Program – EISCA

The Chancellor's Award for Excellence in Scholarship and Creative Activities supports the pursuits foundational to sustaining the intellectual growth of SUNY institutions by recognizing consistently outstanding scholarly and creative productivity, **conducted in addition to teaching, by SUNY's instructional faculty.**

Selection Criteria – EISCA

Evidence of sound scholarship (traditionally research and publication in the sciences, social sciences, and humanities) and creative productivity (in fields where scholarship takes the form of artistic production, performance, composition, etc.) can be demonstrated through a variety of avenues, including grants,

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release time, honors, etc. The selection criteria for this award shall include a reasonable combination of, but not be restricted to, those appearing below. Nominees should be individuals who have:

For Scholarship (research in the sciences, social sciences, and humanities) – An excellent, sustained record of research publications in peer-reviewed journals, and/or research monographs, and/or research-oriented texts; or a record of presenting at national and/or international conferences, presentation of papers published in conference proceedings and/or digests, patents awarded, grants secured, and citation of work by individuals or groups other than the nominee's collaborators.

For Creative Productivity (generally the fine or performing arts or those fields where creative productivity constitutes scholarship *e.g.*, **culinary arts, etc.)** – A record of excellence in creative activity appropriate for the specific field or discipline, such as exhibitions, shows, performances, productions, and stage work; or a record demonstrating evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim.

Eligibility Criteria – EISCA

Academic Background – Candidates must be tenured, tenure-track, or full-time non-tenure track faculty for the academic year in which the award is to be given, and regularly carry a full-time teaching load as defined by the campus for full-time teaching. **(Note: Please see full discussion of this issue above under "Academic Background" section for the Excellence in Faculty Service award.)**

Academic Rank – Candidates may hold any full-time academic rank as defined in the SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor, assistant instructor, or clinical professor. **Please note the State University of New York Policies of the Board of Trustees – April 2017 – Article II - §1 (Terms).**

EXCELLENCE IN TEACHING (EIT)

Nature of the Program – EIT

The Chancellor's Award for Excellence in 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.

Selection Criteria – EIT

The primary criterion is skill in teaching. Additionally, consideration is also given to sound scholarship (usually demonstrated through publications or artistic productions), outstanding service to students, as well as service to the State University and to the campus. The following criteria are to be used in selecting nominees for this award:

Teaching Techniques and Representative Materials – There must be positive evidence that the candidate performs superbly in the classroom. The nominee must maintain a flexible instructional

policy that adapts readily to student needs, interests and problems. Mastery of teaching techniques must be demonstrated and substantiated. Consideration is to be given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses.

Student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) should be presented for several different courses over a period of several recent years to provide a clear idea of the nominee's impact on students.

Scholarship and Professional Growth – Candidates must be teacher/scholars who keep abreast of their own field and who use the relevant contemporary data from that field and related disciplines in their teaching. Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.

Student Services – In relating to students, candidates must be generous with personal time, easily accessible, and must demonstrate a continual concern for the intellectual growth of individual students. The focus here is the accessibility of the nominee to students outside of class (*e.g.,* office hours, conferences, special meetings, and the nominee's responsibility in terms of student advisement).

Academic Standards and Requirements, and Evaluation of Student Performance – Candidates must set high standards for students and help them attain academic excellence. **Quantity and quality of work that is more than average for the subject must be required of the students.** Candidates must work actively with individual students to help them improve their scholarly or artistic performance. This individual interaction is an important source of information that indicates the nature and level of instruction offered by the nominee. Consideration is to be given to the quality, quantity, and difficulty of the tasks or work assigned to students.

Candidates' evaluations of students' work must be strongly supported by evidence. Candidates must be willing to give greater weight to each student's final level of competence than to the performance at the beginning of the course. Since expert teachers enable students to achieve high levels of scholarship, it is possible that the candidates' marking records may be somewhat above average. But there must also be evidence that candidates do not hesitate to give low evaluations to students who do poorly. For this category, consideration should be given to grading patterns, particularly grade distributions for all courses in at least two recent years. Evidence in support of student performance may also be assessed by the accomplishments of students, including placement and achievement levels.

Eligibility Criteria - EIT

Academic Background – Candidates must be tenured, tenure-track, or full-time non-tenure track faculty for the academic year in which the award is to be given, and regularly carry a full-time teaching load as defined by the campus for full-time teaching. **(Note: Please see full discussion of this issue above under "Academic Background" section for the Excellence in Faculty Service award.)**

Academic Rank – Candidates may hold any full-time academic rank as defined in the SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor, assistant instructor, or

clinical professor. **Please note the State University of New York Policies of the Board of Trustees – April 2017 – Article II - §1 (Terms).**

Length of Service – Candidates must have completed three academic years of full-time teaching at the nominating campus out of the five years on the nominating campus immediately prior to the year of nomination.

SELECTION PROCESSES FOR ALL PROGRAMS

These programs require campuses 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. **Under no circumstance may individuals apply – or self-nominate – for these awards.**

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 the faculty, the student body and administration. The program-specific nomination requirements follow:

LOCAL SELECTION COMMITTEE

As noted above, the awards require the establishment of a committee specifically charged with selecting the campus's nominees.

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 faculty and student representation. In addition to this common structure, each award requires its committee to include:

   For Faculty Service – none beyond the common structure prescribed above;

   Scholarship and Creative Activities – none beyond the common structure prescribed above;

   For Librarianship – library faculty and staff;

   For Professional Service – a minimum of 50 percent professional service personnel (i.e., who are employed in capacities that are eligible for the award); and

   For Teaching – full-time faculty.

Committee Role – 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

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forward to the System Administration level; and prepares the final nomination portfolio. Consequently, nominations received at the System Administration level should represent the campus's finest exemplars of the qualities recognized through these awards.

The primary evaluation of the nominee's qualifications is the responsibility of the campus. The campus selection committee must determine that its candidates meets, and preferably surpasses, each selection criteria for the award for which nominated. The local selection committee determines the approaches the campus will utilize to solicit nominations (*e.g.*, bulletins, campus newspapers, e-mails, listservs, etc.). It also determines the type of supporting evidence the committee will need to conduct its evaluations of candidate merit (e.g., the number and source of letters of recommendations, types of samples of the nominees' work, attending the nominee's classes, etc.) and the process for selecting candidates to forward to System Administration.

The Scholarship and Creative Activities award requires that external peer evaluations (from impartial referees from the nominee's discipline) are to be included in the campus nominating process. These evaluations should be referenced, but not included, in the Summary Presentations prepared for the candidates' nomination portfolios.

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 allocated number of nominations. Nominations endorsed by the campus President shall be forwarded to the Program Manager for Faculty and Staff Awards, Office of the Senior Vice Chancellor and Provost at System Administration.

Note: The campus process may be more extensive and its requirements more stringent than the requirements outlined in these program guidelines. They may not be less rigorous than the program requirements.

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.**

Because of the confidentiality of these proceedings, the System-level Program Manager of these awards will interact only with the campus President, campus chief academic officer, or the President's designee.

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NOMINATION PORTFOLIO

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 aren't necessary).* 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 be disqualified.**

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 campus's rationale for making the nomination and speak succinctly to the candidate's merit. **The letter should be addressed to the State University Provost, State University of New York, System Administration, State University Plaza, 353 Broadway, Albany, New York 12246-2915**. <u>A separate letter is to accompany each nomination.</u>

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. It is limited to five pages, excluding the cover page.

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) as well as the candidate's most outstanding qualifications and major achievements. 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.

☐ **Current Curriculum Vita (CV)** – An up-to-date and moderately detailed CV containing information on the nominee's career must be included in the nomination portfolio. Specific data must **include the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank**. It should also include areas of specialization, research activities, professional and scholarly publications, honors, and campus and State University service.

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Note: None of the nominating documentation will be returned to the campus. **We aren't 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)**:

<div align="center">

Ms. Yvette Roberts, Program Manager for Faculty and Staff Awards
State University of New York, System Administration
Office of the Senior Vice Chancellor and Provost
State University Plaza, Room S525
Albany, New York 12246-2915

</div>

Deadline – To facilitate the nomination process on campuses, the deadline for the current and subsequent program cycles are being provided. **All nomination portfolios must be received by the Program Manager on or before the third Tuesday in February**:

<div align="center">

Tuesday, February 19, 2019 for Academic Year 2018-2019
Tuesday, February 18, 2020 for Academic Year 2019-2020

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REVIEW BY SYSTEM ADMINISTRATION

Each nomination will be reviewed for compliance with the SUNY-wide criteria for selection and eligibility. 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 recommendation. **Omission can lead (and has led) to non-recommendation of 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 confidentially and offered the option of providing the information sought by reviewers or of withdrawing the nomination. Contact with the campus President will be made prior to making award recommendations to the Chancellor.

After review, nominees supported for this honor will have their name forwarded to the Chancellor through the Office of the Senior Vice Chancellor and Provost at System Administration. Selection is contingent upon approval of recommendations by the Chancellor. **SUNY Board of Trustees action 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 late April.

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 Senior Vice Chancellor and Provost and can be accessed at: http://system.suny.edu/academic-affairs/faculty-staff-awards/.

PLEASE DIRECT YOUR QUESTIONS TO YVETTE ROBERTS:

E-MAIL: YVETTE.ROBERTS@SUNY.EDU
PHONE: 518-320-1449
FAX: 518-320-1556

CHECKLIST COVER SHEET

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: _____

CHECK THE PROGRAM TO WHICH THE NOMINATION IS BEING SUBMITTED

☐　　**Excellence in Faculty Service**
　　☐　Candidate is carrying a campus-defined full-time teaching load and has completed three academic years of full-time appointment out of the last five years **(please check box to confirm)**

☐　　**Excellence in Librarianship**
　　☐　Candidate holds full-time appointment as a faculty librarian **(please check box to confirm)**

☐　　**Excellence in Professional Service**
　　☐　Candidate is serving in a full-time professional service capacity with more than 50 percent of their assignment in non-teaching services **(please check box to confirm)**

☐　　**Excellence in Scholarship and Creative Activities**
　　☐　Candidate is carrying a campus-defined full-time teaching load and has completed three academic years of full-time appointment out of the last five years **(please check box to confirm)**

☐　　**Excellence in Teaching**
　　☐　Candidate is carrying a campus-defined full-time teaching load and has completed three academic years of full-time appointment out of the last five years **(please check box to confirm)**

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

MATERIALS SUBMITTED IN CONJUNCTION WITH THE NOMINATION

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

CAMPUS CONTACT

Please type the name, title, telephone number and email address 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:_____

Email:_____

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 and may not receive a second Chancellor's Award in the same category.

☐   **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.

SUMMARY PRESENTATION COVER SHEET

_____

CANDIDATE'S FULL NAME

_____

CAMPUS NAME AND CANDIDATE'S DEPARTMENT

_____

AWARD FOR WHICH SUBMITTED

A Summary Presentation must be completed for each nomination submitted for the Chancellor's Awards for Excellence in Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching.

This is the primary 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 also highlight the nominee's most outstanding achievements. The Summary Presentation is limited to a maximum of five pages, excluding the cover page.

This form is also available online at:

http://system.suny.edu/academic-affairs/faculty-staff-awards/.

CHANCELLOR'S AWARDS FOR EXCELLENCE
CAMPUS NOMINATION ALLOCATIONS FOR ACADEMIC YEAR 2018-2019

	Total 2016-17 AAFTE	Librarianship 1 per 7000 AAFTE	Faculty Service 1 per 5000 AAFTE	Professional Service 1 per 2500 AAFTE	Scholarship and Creative Activities 1 per 5000 AAFTE	Teaching 1 per 2000 AAFTE	Total All Programs
State University of New York	357,154	77	90	151	90	182	590
System Administration				1			1
Total State-Operated/Funded	196,643	41	49	84	49	102	325
Doctoral Institutions	97,723	21	26	44	26	52	169
Research University Centers	82,594	11	16	33	16	41	117
Albany	15,451	2	3	6	3	8	22
Binghamton	16,828	2	3	7	3	8	23
Buffalo	26,943	4	5	11	5	13	38
Stony Brook	23,372	3	5	9	5	12	34
Other Doctoral Institutions	15,129	10	10	11	10	11	52
Alfred Univ. - Ceramics	455	1	1	1	1	1	5
Cornell University - Contract College	6,867	4	4	5	4	5	22
Agriculture and Life Sciences	4,046	1	1	2	1	2	7
Human Ecology	1,377	1	1	1	1	1	5
Indust & Labor Relations	908	1	1	1	1	1	5
Veterinary Medicine	536	1	1	1	1	1	5
Downstate-HSC	1,815	1	1	1	1	1	5
Env Sci-Forestry	1,971	1	1	1	1	1	5
Optometry	396	1	1	1	1	1	5
SUNY Polytechnic Institute	2,140	1	1	1	1	1	5
Upstate-HSC	1,485	1	1	1	1	1	5
Comprehensive Colleges	75,246	13	15	31	15	39	113
Brockport	7,097	1	1	3	1	4	10
Buffalo State College	8,010	1	2	3	2	4	12
Cortland	6,358	1	1	3	1	3	9
Empire State College	7,663	1	2	3	2	4	12
Fredonia	4,552	1	1	2	1	2	7
Geneseo	5,207	1	1	2	1	3	8
New Paltz	6,828	1	1	3	1	3	9
Old Westbury	3,944	1	1	2	1	2	7
Oneonta	5,571	1	1	2	1	3	8
Oswego	7,223	1	1	3	1	4	10
Plattsburgh	5,140	1	1	2	1	3	8
Potsdam	3,598	1	1	1	1	2	6
Purchase	4,056	1	1	2	1	2	7
Technology Colleges	23,673	7	8	9	8	11	43
Alfred	3,559	1	1	1	1	2	6
Canton	2,900	1	1	1	1	1	5
Cobleskill	2,181	1	1	1	1	1	5
Delhi	2,848	1	1	1	1	1	5
Farmingdale	7,551	1	2	3	2	4	12
Maritime	1,895	1	1	1	1	1	5
Morrisville	2,740	1	1	1	1	1	5
Total Comm. Colleges	160,511	36	41	66	41	80	264
Adirondack	2,682	1	1	1	1	1	5

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Broome	4,985	1	1	2	1	2	7
Cayuga	2,526	1	1	1	1	1	5
Clinton	959	1	1	1	1	1	5
Columbia-Greene	1,037	1	1	1	1	1	5
Corning	2,450	1	1	1	1	1	5
Dutchess	6,345	1	1	3	1	3	9
Erie	10,799	2	2	4	2	5	15
Fashion Institute of Technology	8,633	1	2	3	2	4	12
Finger Lakes	4,147	1	1	2	1	2	7
Fulton-Montgomery	1,718	1	1	1	1	1	5
Genesee	3,645	1	1	1	1	2	6
Herkimer	2,097	1	1	1	1	1	5
Hudson Valley	7,909	1	2	3	2	4	12
Jamestown	2,919	1	1	1	1	1	5
Jefferson	2,600	1	1	1	1	1	5
Mohawk Valley	4,704	1	1	2	1	2	7
Monroe	11,814	2	2	5	2	6	17
Nassau	15,521	2	3	6	3	8	22
Niagara	4,146	1	1	2	1	2	7
North Country	1,090	1	1	1	1	1	5
Onondaga	7,540	1	2	3	2	4	12
Orange	4,602	1	1	2	1	2	7
Rockland	5,794	1	1	2	1	3	8
Schenectady	3,281	1	1	1	1	2	6
Suffolk	18,606	3	4	7	4	9	27
Sullivan	1,070	1	1	1	1	1	5
Tompkins-Cortland	3,477	1	1	1	1	2	6
Ulster	2,048	1	1	1	1	1	5
Westchester	11,367	2	2	5	2	6	17

Data provided by SUNY System Administration Institutional Research staff.