



The State University
of New York

POLICIES AND PROCEDURES

Academic Years 2025-2026 and 2026-2027

Distinguished Faculty Programs

- Distinguished Professorship
- Distinguished Service Professorship
- Distinguished Teaching Professorship
- Distinguished Librarian

Deadlines for Submission:

2025-2026

Friday, September 12, 2025

Friday, January 9, 2026

2026-2027

Friday, October 10, 2026

****New for 2026-2027, one deadline with no spring deadline****

NATURE OF THE PROGRAMS

Created by the State University Board of Trustees as a prestigious system-level distinction, the Distinguished Faculty programs recognize SUNY's finest and most accomplished faculty. The Distinguished Professorship (DP), Distinguished Service Professorship (DSP), Distinguished Teaching Professorship (DTP), and Distinguished Librarian (DL) designations constitute the highest system honor conferred upon SUNY faculty.

Distinguished Faculty programs encourage ongoing commitment to excellence, kindle intellectual vibrancy, elevate the standards of instruction, and enrich contributions to public service. They demonstrate the State University's pride in the groundbreaking scholarship, the exceptional teaching, and the breadth and significance of service contributions of its faculty.

Appointment constitutes a promotion in rank to the State University's highest academic rank or a system-wide honorific distinction, and it is conferred solely by the State University Board of Trustees. The expectation is that individuals so appointed will receive additional support, consistent with the resources of the campus.

In addition, Distinguished Faculty are automatically members of the [SUNY Distinguished Academy](#), which encourages a continuing commitment to high-quality instruction, service to our campuses and the State, and strong leadership development for newer faculty.

SCOPE OF PROGRAMS

The **Distinguished Professorship** is conferred upon faculty having achieved national or international prominence and a distinguished reputation within the individual's chosen field through significant contributions to research and scholarship, or through artistic performance or achievement in the fine and performing arts.

The **Distinguished Service Professorship** is conferred upon faculty having achieved a distinguished reputation for service not only to the campus and the University, but also to the community, the State of New York, or even the nation, by sustained effort in the application of intellectual skills drawing from the candidate's scholarly and research interests. It is bestowed on faculty in all disciplines and fields of study.

The **Distinguished Teaching Professorship** is conferred upon faculty having achieved a distinguished reputation for commitment to teaching. Faculty must demonstrate teaching mastery, consistently demonstrated over multiple years at the institution where the Distinguished Teaching Professorship is bestowed, at the undergraduate, graduate, or professional levels. Faculty must contribute to the discipline and to the University, the State of New York, or the nation by the use of innovative pedagogy and the sustained application of intellectual skills drawing from the candidate's scholarly and research interests.

Distinguished Librarian is conferred upon librarians having achieved a distinguished reputation for significant achievement in the areas of scholarship/research, service/librarianship, and/or teaching. Contributions at the level of the University, the State of New York, or nation may include creating a new information environment by providing access to information, sharing or networking information resources, and fostering information literacy.

REWARDS OF CONFERRAL

SUNY State-operated Campuses

The Distinguished Faculty designation is a promotion to a rank above that of full professor; it is the highest rank in the SUNY system. Individuals so appointed are at a professional level beyond that which can be attained at the campus level. Appointment is a promotion, and a salary increase of up to \$5,000, in addition to any negotiated general salary increase. Such increases will be funded from the campus budget through the normal process for funding promotions. The increase is built into the salary base of the appointee, and it must be included in campus budgets of ensuing years

SUNY Statutory Colleges

In its first year of participation, each SUNY statutory college must confirm in writing whether its Distinguished Faculty designation will be an honorific distinction or a change in faculty rank. If it is a change in faculty rank, the statement above, under "State-operated Campuses," applies. If it is an honorific distinction, the statutory college will decide if there is a monetary sum associated with the award.

SUNY Community College Campuses

In its first year of participation, each SUNY community college campus must confirm in writing whether its Distinguished Faculty designation will be an honorific distinction or a change in faculty rank. If it is a change in faculty rank, the statement above, under "State-operated Campuses," applies. If it is an honorific distinction, the community college will decide if there is a monetary sum associated with the award.

Honors and Privileges

Each new awardee will become a member of the SUNY Distinguished Academy.

In addition, the expectation is that Distinguished Faculty will receive additional recognition and support, consistent with the resources of the campus:

- Each campus will acknowledge and honor new Distinguished Faculty at their convocation and/or graduation.
- Because it is the University's highest academic rank, Distinguished Faculty will march first in all academic processions.

- The campus catalog will list Distinguished Librarians, Distinguished Professors, Distinguished Service Professors, and Distinguished Teaching Professors separately at the head of the faculty list. Such persons will also be placed on the faculty list and their Distinguished Faculty designation will be indicated.
- Consistent with campus policy, all Distinguished Faculty will be accorded emeritus status upon retirement.

Other Commemorative Honor – The Distinguished Faculty medallion, specifically commissioned to commemorate this distinction, is awarded to each Distinguished Faculty.

DISTINGUISHED FACULTY OBLIGATIONS AND RESPONSIBILITIES

Appointment to Distinguished designation carries with it an extraordinary responsibility. Thus, it should not be thought of as a final career honor; rather, it is a commitment to continuing one's work and one's service on the campus and system levels. Members of the SUNY Distinguished Academy are expected to:

- Participate in system-wide and campus awards review committees.
- Offer lectures and seminars on other campuses of the State University, and they may consider undertaking other activities requested of them, consistent with their areas of expertise. They may also be asked, by the Chancellor or a member of the Chancellor's staff, or by a campus President, to promote academic excellence within the State University.
- Function as exemplary faculty and devote appropriate service to University-wide activities, both ceremonial and professional, on campuses other than their own when requested to do so by the Chancellor.
- Devote time to curricular reform and to the improvement of instruction both on their home campus and to the University as a whole. Such service may come at the request of the Chancellor or a member of the Chancellor's staff, or a campus President.
- Participate in the Distinguished Academy.
- Take on other responsibilities as needed.

CAMPUS PARTICIPATION

SUNY State-operated Campuses

All state-operated campuses may nominate faculty.

SUNY Statutory Colleges

All SUNY statutory colleges may nominate faculty. In a statutory college's first year of participation, the Unit Head and the campus Provost will have signed a letter indicating its willingness to participate. The letter must also state their college's intention to designate these Professorships as either an honorific distinction or a change in faculty rank. Please send this letter to the State

University Provost at provost@suny.edu.

SUNY Community College Campuses

All SUNY community college campuses may nominate faculty. In a SUNY community college's first year of participation, its Board of Trustees and President will have signed a letter indicating its willingness to participate. The letter must also state their college's intention to designate these Professorships as either an honorific distinction or a change in faculty rank. Please send this letter to the State University Provost at provost@suny.edu.

NUMBER OF NOMINATIONS

Eligibility is limited to faculty having attained the rank of full professor. There is no limit to the number of campus nominations for Distinguished Professor or Distinguished Librarian. For DTP and DSP, however, campuses may make nominations only on a ratio to full-time, full professorial lines indicated for the campus during the previous fall. Campuses having 124 or fewer full-time, full professors shall receive one nomination allocation annually. Campuses with 125 or more full-time, full professors shall receive two nomination allocations annually. The number of nominations allocated to each campus for the DTP and DSP will be available online. **All 64 campuses are encouraged to participate and to have a diverse and inclusive pool of candidates for consideration.**

General Restrictions on Eligibility

The following are special conditions, applicable to all programs, that limit eligibility:

- Current Distinguished Faculty may not be nominated for another Distinguished Faculty designation;
- Faculty holding "qualified" academic appointments (as defined in the Board of Trustees policies: individuals holding titles of academic rank that are preceded by the designation "clinical," "visiting," or other similar designations) may not be nominated;
- Faculty holding a concurrent administrative appointment above the level of department chair for which they receive extra compensation are ineligible for the DSP. Campus presidents are not eligible for nomination in any of the four Distinguished Faculty designations;
- Faculty who have retired, faculty who will retire before appointment as Distinguished Faculty, or faculty serving in part-time capacities are ineligible; and
- Posthumous nominations are not permissible.

PROGRAM-SPECIFIC ELIGIBILITY AND SELECTION CRITERIA

Distinguished Professorship –DP

Academic Rank – Candidates must have attained the rank of full Professor.

Length of Service – Candidates must have held the rank of full Professor for at least five years and must have at least one year of full-time service at the nominating institution.

Criteria for Selection –To be nominated for the Distinguished Professorship:

- ❑ The person's work must be of such a character that the individual's presence will elevate the standards of scholarship of colleagues both within and beyond the individual's respective academic field.
- ❑ The individual must have achieved national or international prominence and a distinguished reputation within the individual's chosen field through significant contributions to the research literature (including patents, where relevant) or through artistic performance or the creative arts, beyond that which is expected for a full professor. The individual must have obtained national or international awards and/or grants that provide evidence of distinguished research, scholarship, or creative activity, relevant to their particular discipline.

Distinguished Service Professorship – DSP

Academic Rank – Candidates must have attained the rank of full Professor.

Length of Service – Candidates must have held the rank of full Professor for at least five years and must have at least three years of full-time service at the nominating institution.

Criteria for Selection – A candidate for Distinguished Service Professor must demonstrate substantial distinguished service **both**:

- A. At the local campus level and/or local community or regional level;
- and
- B. At the state and/or national- and/or international level.

Distinguished service must exceed the service generally considered to be part of a candidate's basic professional work (professional committees, etc.) and should include service that exceeds that for which professors are normally compensated. *Thus, faculty with a concurrent administrative appointment—above the level of department chair/director or equivalent—for which they receive extra compensation are ineligible.* Furthermore, it is not appropriate to build a nomination dossier of a former administrator based upon service while in an administrative appointment. Distinguished service must extend over multiple years and involve the application of intellectual skills drawing from the candidate's scholarly and research interests to issues of public concern, and may include, but not be solely based upon, exceptional leadership in local and system-wide

faculty governance.

Distinguished Teaching Professorship – DTP

Academic Rank – Candidates must have attained the rank of full Professor.

Length of Service – Candidates must have held the rank of full Professor for at least five years and must have at least three years of full-time service at the nominating institution.

Nominations must be drawn from faculty members who have regularly carried a full-time teaching load, both in terms of the number of semester hours taught and the number of students served, as defined by the campus for full-time faculty. The definition of a full-time teaching load varies from campus to campus, but each campus should be satisfied that there could be no question that its nominee meets this criterion.

Department chairs/directors or equivalent may be nominated for the Distinguished Teaching Professorship contingent upon the individual carrying the campus-defined full-time teaching load for all 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 teaching the 12 hours and meeting the other eligibility requirements would be eligible for nomination). Administrators with less than a campus-defined teaching load (e.g., dean, associate dean) are ineligible.

Criteria for Selection – The primary criterion for appointment to the rank is skill in teaching, with evidence that the nominee's work has elevated the standards of colleagues at their institution or the field in general. Consideration shall also be given to mastery of subject matter, excellence in the scholarship of teaching, service to the University, and continuing growth. The following criteria are to be used in the selection of nominees for the Distinguished Teaching Professorship:

□ **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 should be given to the number of substantially different courses taught, the number of students per course, and the teaching techniques employed in the various courses.

Summaries of student evaluations (including qualitative and quantitative data, 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 understanding of the nominee's impact on students.

□ **Scholarship and Professional Growth** – The candidate must be a teacher/scholar who keeps abreast of and makes significant contributions in their own field and uses the relevant contemporary data from that field and related disciplines in teaching. Examples of evidence in this category may include publications or artistic productions/works, grant awards, and conference presentations.

□ **Student Services** – In working with students, the candidate must be generous with time, be easily accessible, and demonstrate a continual concern with the intellectual growth of individual students. For this category, consideration should be given to the accessibility of the nominee to students outside of class (e.g., office hours, conferences, student advisement, and other teaching-related services to students).

□ **Academic Standards/Requirements and Evaluations of Student Performance** – The candidate 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. The candidate must actively work with students to help them improve their scholarly or artistic performance. The campus selection committee should consider the quality, quantity, and difficulty of course-related work. Evidence of academic standards and requirements may be assessed by the accomplishments of students, including placement and achievement level.

The candidate's evaluation of students' work must be strongly supported by evidence. Expert teachers enable students to achieve high levels of scholarship. Consequently, it is possible that the candidate's marking record may be somewhat above the average of colleagues. But there must be evidence that the candidate does not hesitate to give low evaluations to students who do poorly. Grading practices should be evaluated by the campus committee. **In particular, grade distributions for all courses in recent academic years should be included in the nomination portfolio and any seemingly unusual grading patterns explained.**

In order to clarify the difference between the Distinguished Teaching Professorship and the Chancellor's Award for Excellence in Teaching, the files for candidates must provide evidence that they have been involved, for a substantial period, in developing or promoting excellence in teaching through pedagogical methods and/or principles in substantive educational enhancement either in their disciplines and/or to meet community needs on a regional, national, or international level.

Distinguished Librarian - DL

Academic Rank – Candidates must have attained the rank of full Librarian or, for community colleges, the rank of full Professor with clear and direct full-time responsibilities pertaining to library service.

Length of Service – Candidates must have held the rank of full Librarian or, for community colleges, full Professor for at least five years and must have at least three years of full-time service at the nominating institution.

Criteria for Selection – Candidates must demonstrate unique talents as faculty who promote and facilitate access to information, create knowledge-based solutions, and guide all sectors of the community toward informed judgments about the quality and the principled use of information. They enhance student learning, inquiry, and success via classroom teaching, research consultations, and the development of instructional guides.

The pathways to the rank of Distinguished Librarian are many and diverse. To attain the rank of Distinguished Librarian, a candidate must exhibit all of the following qualities and levels of accomplishments:

- Candidates must have made contributions to the profession of librarianship that are of national or international significance.
- They must have achieved stature and distinction beyond their own library, beyond their own college or university, and indeed, beyond SUNY. They may achieve this stature and distinction through formal scholarship, research, and publications or other paths including forging alliances, creating resources or networks, or shifting the understanding of core precepts of the field.
- Candidates will have performed with excellence and innovation in a domain of librarianship, including but not limited to realizing the potential for access to world- wide information resources, information and knowledge creation, resource sharing, information literacy, data management, technical services, system and/or facilities design, or leadership and administration.
- They will have earned the respect of members in their field of the information professions as well as their professorial counterparts by the quality, vigor, and innovative nature of their thinking, their standards of performance, and the effectiveness of their initiatives.

CAMPUS NOMINATION PROCESS

The Distinguished Faculty Rank nominations forwarded to System Administration must be the product of a rigorous campus review. The nomination process should benefit from the involvement of a broad spectrum of the campus community. Under no circumstances may faculty apply or self-nominate for these programs.

CONFIDENTIALITY

All deliberations, communications, and actions of the campus committee must remain strictly confidential. Ideally, this should extend to concealing the identity of those selected by the campus selection committee as the campus nominees for these promotions.

Because of the confidentiality of these proceedings, the System-level coordinator of these programs will interact only with the campus President or the President's designee.

CAMPUS SELECTION COMMITTEES

Committee Appointment and Structure – The campus selection committees for all Distinguished Faculty designations shall be appointed by the campus governance process (as is currently done by each campus for appointment of other faculty

committees). It must be structured to include the chair (or designee) of the campus faculty governance organization and one member, designated by the campus President, to act in an *ex officio* capacity. Committees should include those already holding the Distinguished Faculty designation, if at all possible. In addition, the committees must include specific members for each Distinguished award:

For Distinguished Professorship, the campus selection committee should include faculty who have considerable seniority and have demonstrated excellence in scholarship or creative activity.

For Distinguished Service Professorship, the campus selection committee should include faculty who have considerable seniority and knowledge about campus, professional, and community service.

For Distinguished Teaching Professorship, the campus selection committee should include faculty and student representation.

For Distinguished Librarian, the campus selection committee should include faculty who have considerable seniority and knowledge of libraries and the role of librarians.

Committee Role – The campus selection committee is responsible for soliciting nominations, conducting unbiased evaluations of the merits of proposed candidates, preparing the final nomination portfolios, and forwarding them to the campus President or the President’s designee. The campus selection committee must determine that a candidate meets, and preferably surpasses, the selection criteria for the Distinguished Faculty designation for which nominated.

The committee is strongly encouraged to take care to solicit nominations from a diverse and inclusive pool. The committee, working with the campus President or the President’s designee, may establish whatever procedures are deemed appropriate to solicit nominations, other than self-nomination. Nominations must come from faculty, students, or administrators. The committee also determines the process the campus will follow in evaluating and selecting candidates to forward to System Administration.

The campus selection committee will make its report in the form of a recommendation to the President and will forward to the President no more than the number of nominations allowed.

NOTE: The campus process may be more extensive and the campus requirements more rigorous than the requirements outlined in the System guidelines. For example, although not required under program procedures, some campuses require that candidates have received the relevant Chancellor’s Award for Excellence to be considered for nomination to the Distinguished Faculty designation. However, campus processes may never be less stringent than System-level requirements.

NOMINATION PORTFOLIO

Once a decision is made to submit a nomination, a nomination portfolio must be compiled. It must consist of the President's letter of endorsement, a nomination abstract, the candidate's *curriculum vitae*, internal letters of recommendation, external letters of recommendation, and, for DTP nominations, summaries of course evaluations (with qualitative and quantitative data) and grading distributions in recent courses. The review committees will be paying particular attention to nominee's work in the period after their promotion to full Professor. The contents of these supporting documents are described below:

- **President's Letter of Endorsement** – This letter, signed by the President, should highlight the candidate's most outstanding accomplishments and describe the campus support for the nomination. The letter should be addressed to the State University Provost, SUNY System Administration, H. Carl McCall SUNY Building, 353 Broadway, Albany, New York 12246-2915. A separate letter is to accompany each nomination.
- **Nomination Abstract** – Please provide a brief one-paragraph abstract of no more than 200 words. This abstract should provide a clear, thematic picture that describes the candidate's main accomplishments. It should highlight why the candidate has been nominated and may be taken from other parts of the nomination package. **If the candidate is an awardee, this abstract may be used for press releases, testimonials, and/or award ceremonies.**
- **Curriculum Vitae** – An up-to-date and moderately comprehensive *vitae* that should have separate sections for educational background, academic/visiting appointments, honors and awards received, national academy memberships, publications, external funding, invited/keynote presentations, other presentations, teaching accomplishments (including lists of graduate dissertations, theses and research directed and other mentoring), and service contributions to the University, the community, and the profession (work with learned societies, editorial boards, conferences organized, and other relevant activities). Entries for awards should indicate the significance of each item. Again, the review committees will be paying special attention to the nominee's work in the period after their promotion to full Professor. **Specific data must include the date of the last update, the candidate's department, the date of appointment to the SUNY system, highest rank attained, and date of appointment to that rank.**

Distinguished Professor – Articles in refereed and non-refereed journals must be clearly distinguished from one another and, preferably, listed separately with full pagination and ordered by date of publication. Books should be listed separately from articles. Publications with multiple authors should indicate the senior author, if there is one, either by a note at the beginning of the publications list (if senior author position is consistent throughout) or by an asterisk indicating the senior author in each entry. External funding entries should indicate agency, amount, dates, and, if there are multiple named researchers, the principal investigator (PI).

Distinguished Service Professor – Relevant professional and community service must be detailed.

- **Internal Letters of Recommendation** – In addition to the President’s Letter of Endorsement, five letters are required, including one from the Provost (Chief Academic Officer) and one from the candidate’s Dean/Division Head; the letters must provide detailed information and the specific rationale—preferably in lay terms—for the candidate’s nomination. Letters from those holding the Distinguished Rank designation are encouraged. Where possible, the letters should be on letterhead, signed, and include a recent date.

Distinguished Teaching Professor – At least two of these letters should be from current students attesting to the candidate’s teaching ability, dedication, and service to students.

- **External Letters of Recommendation** – Five external letters are needed to validate the stature of the candidate proposed for appointment. Each external letter of recommendation should be accompanied either by the author’s abbreviated and current *curriculum vitae* or a brief biographical statement to provide the review committee a context for the recommendation submitted. The letters should be from diverse areas of the nominee’s career, where possible. In other words, ideally, the letters should not be written by individuals who are all affiliated with one institution or who are only aware of one aspect of the nominee’s work. Emeritus faculty from the same institution as the nominee are not considered to be external letter writers. Where possible, the letters should be on letterhead, be signed, and include a recent date.

Distinguished Professor – These letters must be from individuals whose own status or accomplishment is appropriate to a promotion at this level. They should be persons sufficiently acquainted with both the candidate’s work and the profession to be able to write an informed letter specifically locating the candidate’s standing in and contribution to the discipline, and explaining the significance of the candidate’s awards and honors. The letters should, however, be more than a review of the nominee’s CV.

Letter writers should be disinterested, that is, generally individuals who have not collaborated, co-authored, co-taught, or been in a student-teacher relationship with the candidate. If the letter writers have collaborated with the candidate in the past, they should pass the same distance test used by the major funding agencies in the candidate’s field: if the relationship is recent or close enough that the proposed letter writer would have to recuse himself/herself from a funding panel considering an application for that candidate, then the proposed letter writer is too recent or close for this promotion dossier.

Distinguished Service Professor (three for community colleges) – In these letters, the recommenders should comment briefly about their

relationship to the candidate, corroborate the candidate's merit for appointment, describe the candidate's stature in the profession and/or community, contextualize the candidate's most important professional achievements, speak to the influence and impact of the candidate's contribution on the profession and/or community, and explain the significance of the candidate's service awards and honors.

Distinguished Teaching Professor (three for community colleges) –

In these letters, the recommenders should comment briefly about their relationship to the candidate, corroborate the candidate's merit for appointment, describe the candidate's teaching techniques, contextualize the candidate's most important achievements, speak to the influence and impact of the candidate's contribution to teaching in general or in the discipline, and explain the significance of the candidate's awards and honors. One of these letters should be from a former student of the candidate attesting to the candidate's teaching ability, dedication and service to students. However, the inclusion of letters from former students should be limited; in other words, the majority of letters should not be from former students.

Distinguished Librarian (three for community colleges) – In these letters, the recommenders should corroborate the candidate's merit for appointment, describe the candidate's stature in the discipline, catalog the candidate's most important achievements, speak to the influence and impact of the candidate's contribution on the discipline, and explain the significance of the candidate's awards and honors.

- **Course Evaluation Summaries and Grade Distributions (Distinguished Teaching Professor only) –** Numerical summaries of student course evaluations (along with student comments, where available) and grade distributions should be included. Consideration will be given to grading patterns for all courses in at least two recent years. **An explanation must be added if this information is not included. Provide contextual information to allow the review committee to better understand the grade distributions, if necessary.**

SUBMISSION OF NOMINATIONS

Submit nominations via the [submission portal](#). Copies of the nominee's publications, etc. should not be included in the portfolio.

PROCEDURES AT THE SYSTEM LEVEL

ACKNOWLEDGMENT OF NOMINATIONS

Receipt of nominations will be acknowledged electronically. If an acknowledgment has **not** been received, it is the campus's responsibility to reach out to awards@suny.edu for confirmation.

SYSTEM-LEVEL REVIEW OF NOMINATION PORTFOLIO

A review of the nominee's nomination portfolio will be conducted at the University-Wide level by specifically constituted review committees known as the University-Wide Advisory Councils on Distinguished Professorships.

Each Distinguished Faculty designation will have a separate committee comprised of Distinguished Professors or Distinguished Service Professors or Distinguished Teaching Professors from across the University and of representatives from the Office of the Provost at System Administration.

Nominations for appointments to Distinguished Librarian will be evaluated by an ad-hoc committee constituted specifically by the SUNY Provost to review the nomination.

The nomination portfolio will form the basis for the System-level reviews. Deliberations will be confidential.

CAMPUS OPTIONS IN CASES OF NON-RECOMMENDATION

In the event that the University-Wide Advisory Council does not recommend a nominee, the campus may

- Respond immediately to the concerns,
- Resubmit the nomination in a subsequent cycle within a two-year period (without impact on the number of future nominations the campus may make), or
- Withdraw the nomination.

Contact with the campus President (or the President's designee) is always confidential and initiated prior to submitting the list of recommended appointments to the SUNY Provost and the Chancellor.

APPOINTMENT PROCESS

The University-Wide Advisory Councils will make their recommendations to the SUNY Provost, who in turn will make recommendations to the Chancellor. The Chancellor's recommendation will take the form of a resolution to the SUNY Board of Trustees. Appointments become effective on the day the Trustees vote on the appointment. After the Board meeting, the SUNY Office of the Provost will notify the campuses of the appointments. Formal notification in the form of a letter from the Chancellor will follow.

QUESTIONS

If you have any questions regarding these procedures or appointments, please contact awards@suny.edu.

Due to the confidential nature of the nominations, inquiries pertaining to specific candidates may only be discussed with the campus President or the President's

designee.