

New Paltz Campus Guidelines for Preparation of Nomination Dossiers for
**CHANCELLOR’S AWARD FOR EXCELLENCE IN
 ADJUNCT TEACHING**

Please also refer to SUNY Policies & Procedures, posted at www.newpaltz.edu/acadaff/chancellorsawards.html.

For AY 2023-2024, we are able to submit up to three (3) nominations for this award.

- A. **Before preparing a nomination dossier**, confirm that the candidate meets all eligibility criteria:
1. Nominees must be Adjunct Faculty as generally defined by SUNY New Paltz. Individuals serving in full-time professional or academic positions at a SUNY institution are not eligible for this award.
 2. Nominees must be employed by New Paltz at the time of nomination.
 3. Nominees must have taught, over the preceding five years, a total of courses equivalent to one-half of a three-year full-time teaching load in the appropriate department. *Nominations forwarded to SUNY System Administration must include substantiation of this teaching load.*
 4. Nominees may also serve in adjunct roles at other educational institutions.
- B. **One complete nomination dossier must be submitted no later than September 15, 2023** to the Scholarships & Awards Committee, c/o the Office of Academic Affairs, to chancellors@newpaltz.edu.
- C. Dividers must clearly identify and delineate the required sections of the nomination dossier. (See “Contents of the dossier,” below.)
- D. **Contents of the dossier:** Nomination dossiers must contain **substantive evidence** (as opposed to testimonials) that the nominee meets the selection criteria for the award, the primary criterion being **skill in teaching**. Each dossier must include the following items:

CHECKLIST COVER SHEET (page 8 of SUNY Policies & Procedures), posted at <https://www.newpaltz.edu/acadaff/about-new-faculty/chancellorsawards.html>

1. *Complete only the top section* of the first page of the cover sheet (candidate’s full name, campus, position title, position date of hire, department).
2. NOMINATION LETTER addressing (in brief) how the candidate fulfills the selection criteria established for this award. The Nomination Letter must be signed by all nominators, the department chair, and the dean. *The Scholarships & Awards Committee will request an electronic version of the nomination letter if the Committee recommends the nominee to the President.*
3. SUMMARY PRESENTATION (maximum of five pages) addressing how the nominee “excels in *each criterion* for selection” [SUNY Policies & Procedures, page 5]. The Summary Presentation is the single most important component of the nomination dossier. It must present the nominee’s most outstanding qualifications and major achievements as they relate to the award criteria. The quality of the evidence in support of the nomination is critical. Specific, concrete examples of how the nominee fulfills each award criterion are required. *The Scholarships & Awards Committee will request an electronic version of the Summary Presentation if the Committee recommends the nominee to the President.*
4. CURRENT CURRICULUM VITAE (CV), moderately detailed, containing information on the nominee’s career. To the extent possible, the CV should be consistent with campus guidelines: https://www.newpaltz.edu/media/academic-affairs/curriculum_vitae_gdlines_rev_fall_2012.pdf.

5. TEACHING HISTORY substantiating that the nominee has taught, over the preceding five years, a total of courses equivalent to one-half of a three-year full-time teaching load in the appropriate department. Include a list of all courses (by number and title) taught over the last five years, and identify the semester(s) each was taught.
 6. TEACHING TECHNIQUES AND REPRESENTATIVE MATERIALS: Evidence of the nominee's superb performance in educational environments, mastery of teaching techniques, and maintenance of instructional policies that adapt readily to student needs, interests and problems, including:
 - a. Syllabi from all courses taught during the past three years. Syllabi should include student learning outcomes, information about grading and other means of assessing student performance, and academic policy statements.
 - b. Grading patterns for the past three years (available from the nominee's dean and from the Office of Institutional Research & Planning)
 - c. Student Evaluation of Instruction (SEI) summary reports (accessible via my.newpaltz.edu) for the past five years, including data for all courses listed in the TEACHING HISTORY section. The open-ended report (written comments only) may also be included.
 - d. Other evidence of the nominee's exceptional teaching skill. This may include evidence of his/her outstanding support for the intellectual growth of individual students; use of relevant contemporary data from his/her discipline(s) in teaching; employment of different teaching techniques.
 7. LETTERS OF SUPPORT from colleagues and students **specifically addressing the nominee's exceptional skill in teaching.**
 - a. **Two** letters of support from New Paltz colleagues, one of which must be from a full-time faculty member. The second letter may be from either a full- or part-time (adjunct) faculty member.
 - b. **Three** letters of support from students (graduate, undergraduate, former, etc.), especially students who are doing graduate work, are employed by other institutions, or are teachers.
- E. The dossier and additional materials will be returned to the nominator.

MAKE SURE ALL REQUESTED DOCUMENTS ARE PROVIDED.

MISSING INFORMATION WILL RESULT IN DISQUALIFICATION OF YOUR NOMINATION BY THE SCHOLARSHIPS & AWARDS COMMITTEE.

April 2023