

SUNY New Paltz Local Guidelines for Preparation of Nomination Dossiers for

**CHANCELLOR'S AWARD FOR EXCELLENCE IN
PROFESSIONAL SERVICE**

Please also refer to SUNY Policies & Procedures.

- I. **THE SUBMISSION DATE FOR NOMINATION DOSSIERS IS OCTOBER 15.**
- II. Submit to chancellors@newpaltz.edu one complete dossier addressed to the Chair, Scholarships & Awards Committee, c/o the Office of Academic Affairs.
- III. The dossier must include a Nominating Letter, Summary Presentation and Curriculum Vita (see Section V. below for details). Include title pages that clearly demarcate each section of the dossier.
- IV. Links to additional materials, such as books, may supplement the dossier and should be listed as addenda in the Table of Contents.
- V. **Contents of the dossier:** The dossier should include, at minimum, the following items.
 1. TABLE OF CONTENTS
 2. NOMINATING LETTER addressing (in brief) how the candidate fulfills the selection criteria. **The Nominating Letter must be signed by all nominators, the department chair or director, and the dean or division head.**
 3. SUMMARY PRESENTATION (maximum of five pages), prepared as described in the SUNY Policies and Procedures: **"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...as well as the candidate's most outstanding qualifications and major achievements. The quality of the evidence provided is critical to recommendation.... There must be specific, concrete examples of how the nominee fulfills each criterion.*"** A sample Summary Presentation is available from Academic Affairs upon request.
 4. CURRICULUM VITA: An up-to-date and moderately detailed CV following the guidelines available on [Academic Affairs' website](#). SUNY requires that the CV include the **nominee's date of appointment to the SUNY system, highest rank attained, and date of appointment to that rank.**
 5. LETTERS OF SUPPORT: Five letters from New Paltz colleagues, external colleagues, or students (as applicable to the position) that document the nominee's superb performance in fulfilling the job description for the position held and excellence in professional activities beyond the parameters of the job description. ***Note that letters of support will not be submitted to SUNY; therefore, evidence of merit documented in referee letters must be reflected in the Summary Presentation.***
 6. POSITIVE EVIDENCE OF EACH SELECTION CRITERION described in the SUNY Policies & Procedures.
 - a. **Excellence within the position description**
 - b. **Excellence beyond the position description**

MAKE SURE ALL REQUESTED DOCUMENTS ARE PROVIDED. MISSING INFORMATION WILL RESULT IN DISQUALIFICATION OF THE NOMINATION BY THE SCHOLARSHIPS & AWARDS COMMITTEE.