

SUNY New Paltz Local Guidelines for Preparation of Nomination Dossiers for

**CHANCELLOR'S AWARD FOR EXCELLENCE IN
TEACHING**

Eligible for nomination: Full-time tenured or tenure-track faculty
Full-time non-tenure track faculty (i.e., lecturers)

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, and the dean.**
 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 from colleagues and students (see below) **specifically addressing the four criteria for selection:** teaching techniques and representative materials; scholarship and professional growth; student services; and academic standards & requirements and evaluation of student performance. **Refer to the SUNY Policies & Procedures for a complete description of these criteria.**
 - a. Three letters of support from New Paltz colleagues
 - b. Five letters of support from students (graduate, undergraduate, former, etc.), especially students who are doing graduate work, are employed by other institutions, or are teachers.

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.

7. POSITIVE EVIDENCE OF EACH SELECTION CRITERION described in the SUNY Policies & Procedures. To avoid duplication of materials that support more than one criterion, documents may be included in one section and referenced in one or more others.
- a. **Teaching techniques and representative materials.** This section should include but is not limited to:
 - i. A list of courses, by number and name, taught at New Paltz. List the approximate number of semesters each was taught.
 - ii. Photocopies of Student Evaluation of Instruction (SEI) statistics for the past three years.
 - iii. Photocopies of signed statements not more than one year old from students commenting on the quality of instruction in the courses taught by the nominee.
 - b. **Scholarship and professional growth.** A complete CV may fulfill this requirement.
 - c. **Student services,** including evidence of accessibility to students and demonstrated concern for students' intellectual growth.
 - d. **Academic standards & requirements, and evaluation of student performance.** This section must include but is not limited to:
 - i. Outlines from all courses taught during the past three years, including statements about academic policies and evaluations.
 - ii. Grading patterns for the three recent years. (These can be obtained from the Office of Institutional Research.)

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