

2016-17 College Council Awards' Nomination Form Distinguished Faculty

The Distinguished Faculty Award citation will be given in recognition of distinguished faculty service through mastery of subject matter, teaching effectiveness, scholarly ability, university service, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be faculty members, as defined by the Policies of the Board of Trustees and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

Submit this form and nomination packet items by **November 1** to **Umesh Kumar, Chair of the Nomination and Elections Committee, kumaru@canton.edu, and Michaela Young, Assistant to the President, youngm@canton.edu.**

Name/Professional Title of Nominee: _____

(Please print)

Nomination Packet Items

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which qualify the individual for the title "distinguished."

Criteria Guidelines:

- a. *Mastery of Subject Matter:* As demonstrated, for example, by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.
 - b. *Effectiveness in Teaching:* As demonstrated, for example, by such things as judgment of colleagues, development of teaching materials, or new courses and student reaction.
 - c. *Scholarly Ability:* As demonstrated, for example, by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues.
 - d. *Effectiveness in University Service:* As demonstrated, for example, by such things as college and university service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.
 - e. *Continuing Growth:* As demonstrated, for example, by such things as reading, research or other activities to keep abreast of current developments in one's field, and being able to handle increased responsibility successfully.
2. A complete up-to-date resume (*Committee's Responsibility*).
 3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
 4. Optional ~ Additional supporting documentation.

Name of Nominator: _____ Phone/Email: _____

(Please print)

2015-16 College Council Awards' Nomination Form Distinguished Faculty

The Distinguished Faculty Award citation will be given in recognition of distinguished faculty service through mastery of subject matter, teaching effectiveness, scholarly ability, university service, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be faculty members, as defined by the Policies of the Board of Trustees and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

Submit the nomination form and letter by **Tuesday, December 1** to **Will Fassinger, Chair of the Nomination and Awards Committee, fassinger@canton.edu**.

Name/Professional Title of Nominee: _____

(Please print)

Submit a nomination letter that addresses the following along with the form.

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which qualify the individual for the title "distinguished."

Criteria Guidelines:

- a. *Mastery of Subject Matter:* As demonstrated, for example, by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.
 - b. *Effectiveness in Teaching:* As demonstrated, for example, by such things as judgment of colleagues, development of teaching materials, or new courses and student reaction.
 - c. *Scholarly Ability:* As demonstrated, for example, by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues.
 - d. *Effectiveness in University Service:* As demonstrated, for example, by such things as college and university service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.
 - e. *Continuing Growth:* As demonstrated, for example, by such things as reading, research or other activities to keep abreast of current developments in one's field, and being able to handle increased responsibility successfully.
2. A complete up-to-date resume.
 3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
 4. Optional ~ Additional supporting documentation.

Name of Nominator: _____

(Please print)

Phone/Email: _____

DISTINGUISHED FACULTY AWARD

POLICY

The Distinguished Faculty Award citation will be given in recognition of distinguished faculty service through mastery of subject matter, teaching effectiveness, scholarly ability, university service, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

ELIGIBILITY

Nominees will be faculty members, as defined by the Policies of the Board of Trustees and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

PROCEDURES

Annually, beginning in **the Fall** of each academic year, the President of the College will seek nominations for the award. Nominations will be accepted until **November 1** of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.

Nomination Packet Items

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which qualify the individual for the title "distinguished."

Criteria Guidelines:

- a. **Mastery of Subject Matter:** As demonstrated, for example, by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.
- b. **Effectiveness in Teaching:** As demonstrated, for example, by such things as judgment of colleagues, development of teaching materials, or new courses and student reaction.
- c. **Scholarly Ability:** As demonstrated, for example, by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues.

- d. Effectiveness in University Service: As demonstrated, for example, by such things as college and university service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.
 - e. Continuing Growth: As demonstrated, for example, by such things as reading, research or other activities to keep abreast of current developments in one's field, and being able to handle increased responsibility successfully.
2. A complete up-to-date resume (*Committee's Responsibility*).
 3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities (i.e. immediate colleagues/supervisors, faculty, students, support staff, etc.).
 4. Optional ~ Additional supporting documentation.

PROCESS

Send completed packet electronically to the Chair of the Nominations and Elections Committee and Assistant to the President – Umesh Kumar, kumar@canton.edu, and Michaela Young, youngm@canton.edu – on or before November 1.

The Nominations and Elections Committee will collect and review the nominations and forward a detailed, ranked recommendation(s) with all nominations to the College Council.

After receipt of the recommendation and nominations from the Nominations and Elections Committee, the Council Secretary will forward copies of all documents to the Council to review prior to the spring award meeting of the Council.

The Council will act on the recommendation and nominations at the spring award meeting, where a Committee representative will attend to answer any questions the Council may have. The Council may elect to interview any or all of the nominees.

AWARD

The award will consist of a framed citation, engraved medallion, and cash award to be awarded at Honors Convocation by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.

APPROVED BY THE COLLEGE COUNCIL
OCTOBER 27, 1995
Revised 10/96
Revised 9/01
Revised 9/02
Revised 9/07
Revised 9/15

DISTINGUISHED FACULTY AWARD

POLICY

The Distinguished Faculty Award citation will be given in recognition of distinguished faculty service through mastery of subject matter, teaching effectiveness, scholarly ability, university service, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

ELIGIBILITY

Nominees will be faculty members, as defined by the Policies of the Board of Trustees and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

PROCEDURES

Annually, beginning in September of each academic year, the President of the college will seek nominations for the award. Nominations will be accepted until December 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.

Nomination Packet Items

1. Nomination letter from the nominator(s).
2. A complete up-to-date resume.
3. A listing of accomplishments which qualify the individual for the title "distinguished."

Criteria Guidelines:

- a. **Mastery of Subject Matter:** As demonstrated, for example, by such things as advanced degrees, licenses, honors, awards, and reputation in the subject matter field.
- b. **Effectiveness in Teaching:** As demonstrated, for example, by such things as judgment of colleagues, development of teaching materials, or new courses and student reaction.
- c. **Scholarly Ability:** As demonstrated, for example, by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications, and reputation among colleagues.

- d. Effectiveness in University Service: As demonstrated, for example, by such things as college and university service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.
 - e. Continuing Growth: As demonstrated, for example, by such things as reading, research or other activities to keep abreast of current developments in one's field, and being able to handle increased responsibility successfully.
4. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities (i.e. immediate colleagues/supervisors, faculty, students, support staff, etc.).
 5. Optional ~ Additional supporting documentation.

PROCESS

Send completed packet electronically to the Chair of the Nominations and Awards Committee – Will Fassinger, fassinger@canton.edu – on or before December 1.

The Nominations and Awards Committee will collect and review the nominations and forward their recommendation(s) with all nominations to the College Council.

After receipt of the recommendation and nominations from the Nominations and Awards Committee, the Council Secretary will forward copies of all documents to the Council to review prior to the spring award meeting of the Council.

The Council will act on the recommendation and nominations at the spring award meeting. The Council may elect to interview any or all of the nominees.

AWARD

The award will consist of a framed citation, engraved medallion, and cash award to be awarded at Honors Convocation by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.

**College Council Award Rubric
Distinguished Faculty**

Nominee's Name: _____ **Date:** _____ **Total Pts.:** _____ **Support:** Y or N

Criteria	Fully Met 2 pts.	Partially Met 1 pt.	Not Met 0 pts.	Comments
Complete Nomination Form				
Nomination Letter (addressing criteria)				
Current CV/Resume				
Diverse Amount of Written Support				
Optional ~ Additional Supporting Documents				
Proof of Mastery of Subject Matter				
Proof of Effectiveness in Teaching				
Proof of Scholarly Ability				
Proof of Effectiveness in University Service				
Proof of Continuing Growth				

**See attached nomination form for full explanation of criteria.*

Reviewer's Name: _____

2016-17 College Council Awards' Nomination Form Excellence in College Service

The Excellence in College Service Award citation will be given in recognition of excellence in college service through performance, professional ability, university service, continued growth, and mastery of specialization while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be members of the non-teaching professional staff, including UUP Professionals, MC Professionals, and Alumni/Foundation staff, or library academic employees, as defined by the Policies of the Board of Trustees, and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

Submit this form and nomination packet items by **November 1** to **Umesh Kumar, Chair of the Nomination and Elections Committee, kumaru@canton.edu, and Michaela Young, Assistant to the President, youngm@canton.edu.**

Name/Professional Title of Nominee: _____

(Please print)

Nomination Packet Items

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which illustrate "excellence in college service."

Criteria Guidelines:

- a. *Effectiveness in Performance:* As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.
 - b. *Professional Ability:* As demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas (i.e., development or refinement of programs, methods, or apparatus).
 - c. *Effectiveness in University Service:* As demonstrated, for example, by such things as successful committee work, participation in local campus or university governance, or involvement in campus or university-related student or community activities.
 - d. *Continuing Growth:* As demonstrated, for example, by continuing education, participation in professional organizations and enrollment in training programs.
 - e. *Mastery of Specialization:* As demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.
2. A complete up-to-date resume (*Committee's Responsibility*).
 3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
 4. Optional ~ Additional supporting documentation.

Name of Nominator: _____

(Please print)

Phone/Email: _____

2015-16 College Council Awards' Nomination Form Excellence in College Service

The Excellence in College Service Award citation will be given in recognition of excellence in college service through performance, professional ability, university service, continued growth, and mastery of specialization while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be members of the non-teaching professional staff or library academic employees, as defined by the Policies of the Board of Trustees, and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

Submit the nomination form and letter by Tuesday, December 1 to Will Fassinger, Chair of the Nomination and Awards Committee, fassinger@canton.edu.

~~~~~

Name/Professional Title of Nominee: \_\_\_\_\_  
(Please print)

Submit a nomination letter that addresses the following along with the form.

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which illustrate "excellence in college service."

Criteria Guidelines:

- a. Effectiveness in Performance: As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.
  - b. Professional Ability: As demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas (i.e., development or refinement of programs, methods, or apparatus).
  - c. Effectiveness in University Service: As demonstrated, for example, by such things as successful committee work, participation in local campus or university governance, or involvement in campus or university-related student or community activities.
  - d. Continuing Growth: As demonstrated, for example, by continuing education, participation in professional organizations and enrollment in training programs.
  - e. Mastery of Specialization: As demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.
2. A complete up-to-date resume.
  3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
  4. Optional ~ Additional supporting documentation.

Name of Nominator: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
(Please print)



APPROVED BY THE COLLEGE COUNCIL

OCTOBER 27, 1995

Revised 10/96

Revised 9/01

Revised 9/02

Revised 9/07

Revised 9/15

Revised 9/16

## **EXCELLENCE IN COLLEGE SERVICE AWARD**

### **POLICY**

The Excellence in College Service Award citation will be given in recognition of excellence in college service through performance, professional ability, university service, continued growth, and mastery of specialization while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

### **ELIGIBILITY**

Nominees will be members of the non-teaching professional staff, including UUP Professionals, MC Professionals, and Alumni/Foundation staff, or library academic employees, as defined by the Policies of the Board of Trustees, and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

### **PROCEDURES**

Annually, beginning in the Fall of each academic year, the President of the College will seek nominations for the award. Nominations will be accepted until November 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.

### **Nomination Packet Items**

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which illustrate "excellence in college service."

#### **Criteria Guidelines:**

- a. Effectiveness in Performance: As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.
- b. Professional Ability: As demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas (i.e., development or refinement of programs, methods, or apparatus).



- c. Effectiveness in University Service: As demonstrated, for example, by such things as successful committee work, participation in local campus or university governance, or involvement in campus or university-related student or community activities.
  - d. Continuing Growth: As demonstrated, for example, by continuing education, participation in professional organizations and enrollment in training programs.
  - e. Mastery of Specialization: As demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.
2. A complete up-to-date resume (*Committee's Responsibility*).
  3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities (i.e. immediate colleagues/supervisors, faculty, students, support staff, etc.).
  4. Optional ~ Additional supporting documentation.

### **PROCESS**

Send completed packet electronically to the Chair of the Nominations and Elections Committee and Assistant to the President – Umesh Kumar, [kumaru@canton.edu](mailto:kumaru@canton.edu), and Michaela Young, [youngm@canton.edu](mailto:youngm@canton.edu) – on or before November 1.

The Nominations and Elections Committee will collect and review the nominations and forward a detailed, ranked recommendation(s) with all nominations to the College Council.

After receipt of the recommendation and nominations from the Nominations and Elections Committee, the Council Secretary will forward copies of all documents to the Council to review prior to the spring award meeting of the Council.

The Council will act on the recommendation and nominations at the spring award meeting, where a Committee representative will attend to answer any questions the Council may have. The Council may elect to interview any or all of the nominees.

### **AWARD**

The award will consist of a framed citation and cash award to be awarded at Employee Recognition Day by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.

APPROVED BY THE COLLEGE COUNCIL  
OCTOBER 27, 1995  
Revised 10/96  
Revised 9/01  
Revised 9/02  
Revised 9/07  
Revised 9/15

## **EXCELLENCE IN COLLEGE SERVICE AWARD**

### **POLICY**

The Excellence in College Service Award citation will be given in recognition of excellence in college service through performance, professional ability, university service, continued growth, and mastery of specialization while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

### **ELIGIBILITY**

Nominees will be members of the non-teaching professional staff or library academic employees, as defined by the Policies of the Board of Trustees, and the By-laws of the Faculty Assembly, who are currently employed at the SUNY Canton.

### **PROCEDURES**

Annually, beginning in September of each academic year, the President of the college will seek nominations for the award. Nominations will be accepted until December 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.

### **Nomination Packet Items**

1. Nomination letter from the nominator(s).
2. A complete up-to-date resume.
3. A listing of accomplishments which illustrate "excellence in college service."

#### **Criteria Guidelines:**

- a. Effectiveness in Performance: As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.
- b. Professional Ability: As demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas (i.e., development or refinement of programs, methods, or apparatus).
- c. Effectiveness in University Service: As demonstrated, for example, by such things as successful committee work, participation in local campus or university governance, or involvement in campus or university-related student or community activities.

- d. Continuing Growth: As demonstrated, for example, by continuing education, participation in professional organizations and enrollment in training programs.
  - e. Mastery of Specialization: As demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.
4. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities (i.e. immediate colleagues/supervisors, faculty, students, support staff, etc.).
  5. Optional ~ Additional supporting documentation.

### **PROCESS**

Send completed packet electronically to the Chair of the Nominations and Awards Committee – Will Fassinger, [fassinger@canton.edu](mailto:fassinger@canton.edu) – on or before December 1.

The Nominations and Awards Committee will collect and review the nominations and forward their recommendation(s) with all nominations to the College Council.

After receipt of the recommendation and nominations from the Nominations and Awards Committee, the Council Secretary will forward copies of all documents to the Council to review prior to the spring award meeting of the Council.

The Council will act on the recommendation and nominations at the spring award meeting. The Council may elect to interview any or all of the nominees.

### **AWARD**

The award will consist of a framed citation and cash award to be awarded at Employee Recognition Day by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.



**College Council Award Rubric  
Excellence in College Service**

**Nominee's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Pts.:** \_\_\_\_\_ **Support:** Y or N

| <b>Criteria</b>                              | <b>Fully Met<br/>2 pts.</b> | <b>Partially Met<br/>1 pt.</b> | <b>Not Met<br/>0 pts.</b> | <b>Comments</b> |
|----------------------------------------------|-----------------------------|--------------------------------|---------------------------|-----------------|
| Complete Nomination Form                     |                             |                                |                           |                 |
| Nomination Letter (addressing criteria)      |                             |                                |                           |                 |
| Current CV/Resume                            |                             |                                |                           |                 |
| Diverse Amount of Written Support            |                             |                                |                           |                 |
| Optional ~ Additional Supporting Documents   |                             |                                |                           |                 |
| Proof of Effectiveness in Performance        |                             |                                |                           |                 |
| Proof of Professional Ability                |                             |                                |                           |                 |
| Proof of Effectiveness in University Service |                             |                                |                           |                 |
| Proof of Continuing Growth                   |                             |                                |                           |                 |
| Proof of Mastery of Specialization           |                             |                                |                           |                 |

*\*See attached nomination form for full explanation of criteria.*

**Reviewer's Name:** \_\_\_\_\_

## 2016-17 College Council Awards' Nomination Form Employee Recognition

The Employee Recognition Award citation will be given in recognition of exceptional service through performance, participation, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be members of the classified staff, including CSEA, PEF, Research Foundation, PBA, M/C Classified, and College Association employees at SUNY Canton.

Submit this form and nomination packet items by **November 1** to the **Chair of the Employee Recognition Award Committee – Anne Williams, [williamsa@canton.edu](mailto:williamsa@canton.edu)**.

---

**Name/Professional Title of Nominee:** \_\_\_\_\_

(Please print)

### Nomination Packet Items

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which illustrate exceptional service.

#### **Criteria Guidelines:**

- a. *Effectiveness in Performance:* As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, relationship with colleagues, providing innovative solutions to everyday problems, and dedication to improving the quality of work and the working environment.
  - b. *Participation:* As demonstrated, for example, by involvement in campus-related community service, committee work, volunteerism, and/or serving students or the campus community.
  - c. *Continuing Growth:* As demonstrated, for example, by continuing education or enrollment in training programs in the nominee's field of expertise.
2. A complete up-to-date resume (*Committee's Responsibility*).
  3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
  4. Optional ~ Additional supporting documentation.
- 

Name of Nominator: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

(Please print)

## 2015-16 College Council Awards' Nomination Form Employee Recognition

The Employee Recognition Award citation will be given in recognition of exceptional service through performance, participation, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be members of the classified staff, including CSEA, PEF, Research Foundation, PBA, M/C Classified, and College Association employees at SUNY Canton.

The **deadline** for nominations is **Tuesday, December 1**. Please submit the nomination form and packet items to the Chair of the Employee Recognition Award Committee – Anne Williams, [williamsa@canton.edu](mailto:williamsa@canton.edu).

---

**Name/Professional Title of Nominee:** \_\_\_\_\_

(Please print)

**Please submit the following with the form as the nomination packet.**

1. Nomination letter from the nominator(s).
2. A listing of accomplishments which illustrate exceptional service.

**Criteria Guidelines:**

- a. **Effectiveness in Performance:** As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, relationship with colleagues, providing innovative solutions to everyday problems, and dedication to improving the quality of work and the working environment.
  - b. **Participation:** As demonstrated, for example, by involvement in campus-related community service, committee work, volunteerism, and/or serving students or the campus community.
  - c. **Continuing Growth:** As demonstrated, for example, by continuing education or enrollment in training programs in the nominee's field of expertise.
3. Optional ~ Additional supporting documentation.
- 

Name of Nominator: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
(Please print)



## **EMPLOYEE RECOGNITION AWARD**

### **POLICY**

The Employee Recognition Award citation will be given in recognition of exceptional service through performance, participation, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

At the request of the President, each of the following groups will designate a representative to serve on the Employee Recognition Award Committee: CSEA, PEF, Research Foundation, PBA, M/C Classified, and the College Association. Committee members will be appointed to staggered terms. The Committee is responsible for collecting the nominations, reviewing submissions for proper criteria, and making a recommendation on a recipient(s) to the College Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

### **ELIGIBILITY**

Nominees will be members of the classified staff, including CSEA, PEF, Research Foundation, PBA, M/C Classified, and College Association employees at SUNY Canton.

### **PROCEDURES**

Annually, beginning in the Fall of each academic year, the President of the College will seek nominations for the award. Nominations will be accepted until November 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.

### **Nomination Packet Items**

1. Nomination letter from the nominator(s) addressing a listing of accomplishments which illustrate "exceptional service."

#### **Criteria Guidelines:**

- a. Effectiveness in Performance: As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, relationship with colleagues, providing innovative solutions to everyday problems, and dedication to improving the quality of work and the working environment.

- b. Participation: As demonstrated, for example, by involvement in campus-related community service, committee work, volunteerism, and/or serving students or the campus community.
- c. Continuing Growth: As demonstrated, for example, by continuing education or enrollment in training programs in the nominee's field of expertise.

- 2. A complete up-to-date resume (*Committee's Responsibility*).
- 3. Written support from a diverse group of individuals, to give a campus-wide representation of the candidate's contributions/abilities.
- 4. Optional ~ Additional supporting documentation.

### **PROCESS**

Send completed packet electronically to the Chair of the Employee Recognition Award Committee – Anne Williams, [williamsa@canton.edu](mailto:williamsa@canton.edu) – on or before November 1.

The Employee Recognition Award Committee will collect and review the nominations and forward a detailed, ranked recommendation(s) with all nominations to the College Council.

After receipt of the recommendation and nominations, the Council Secretary will forward copies of all documents to the Council for review prior to the spring award meeting of the Council.

The Council will act on the recommendation and nominations at their spring award meeting, where a Committee representative will attend to answer any questions the Council may have. Add? –  
*The Council may elect to interview any or all of the nominees.*

### **AWARD**

The award will consist of a framed citation and cash award to be awarded at Employee Recognition Day by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.

## EMPLOYEE RECOGNITION AWARD

### POLICY

The Employee Recognition Award citation will be given in recognition of exceptional service through performance, participation, and continued growth while employed at the State University of New York College of Technology at Canton (SUNY Canton). It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgement of the Council.

At the request of the President, each of the following groups will designate a representative to serve on the Employee Recognition Award Committee: CSEA, PEF, Research Foundation, PBA, M/C Classified, and the College Association. Committee members will be appointed to staggered terms. The Committee is responsible for collecting the nominations, reviewing submissions for proper criteria, and making a recommendation on a recipient(s) to the College Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

### ELIGIBILITY

Nominees will be members of the classified staff, including CSEA, PEF, Research Foundation, PBA, M/C Classified, and College Association employees at SUNY Canton.

### PROCEDURES

Annually, beginning in September of each academic year, the President of the College will seek nominations for the award. Nominations will be accepted until December 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.

### Nomination Packet Items

1. Nomination letter from the nominator(s).
2. A listing of accomplishments which illustrate exceptional service.

#### Criteria Guidelines:

- a. Effectiveness in Performance: As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, relationship with colleagues, providing innovative solutions to everyday problems, and dedication to improving the quality of work and the working environment.
- b. Participation: As demonstrated, for example, by involvement in campus-related community service, committee work, volunteerism, and/or serving students or the campus community.



- c. Continuing Growth: As demonstrated, for example, by continuing education or enrollment in training programs in the nominee's field of expertise.

3. Optional ~ Additional supporting documentation.

**PROCESS**

Send completed packet electronically to the Chair of the Employee Recognition Award Committee – Anne Williams, [williamsa@canton.edu](mailto:williamsa@canton.edu) – on or before December 1.

The Employee Recognition Award Committee will collect and review the nominations and forward their recommendation(s) with all nominations to the College Council.

After receipt of the recommendation and nominations, the Council Secretary will forward copies of all documents to the Council for review prior to the spring award meeting of the Council.

The Council will act on the recommendation and nominations at their spring award meeting.

**AWARD**

The award will consist of a framed citation and cash award to be awarded at Employee Recognition Day by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.

## 2016-17 College Council Awards' Nomination Form Distinguished Citizen

The Distinguished Citizen Award citation will be given in recognition of exceptional, unusual, and distinguished service to the State University of New York College of Technology at Canton (SUNY Canton), to the community, to the State, or to the nation. It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be any citizen that meets the specified criteria list above.

Submit this form and nomination packet items by **November 1** to the President of the College or the Chairman of the College Council – Office of the President, 34 Cornell Drive, Canton, NY 13617 or by emailing them to [youngm@canton.edu](mailto:youngm@canton.edu).

---

**Name of Nominee:** \_\_\_\_\_  
(Please print)

**Professional Title:** \_\_\_\_\_

**Please submit the following with the form as the nomination packet.**

1. Nomination letter from the nominator(s).
  2. Provide the following in writing:
    - Name and position of the nominee
    - A description of the distinguished services, recognitions, facts, or characteristics that is pertinent or informative
    - Brief biography of the nominee
  3. At least three (3) supporting letters from non-family members.
  4. Optional ~ Additional supporting documentation.
- 

Name of Nominator: \_\_\_\_\_  
(Please print)

Professional Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

## 2015-16 College Council Awards' Nomination Form Distinguished Citizen

The Distinguished Citizen Award citation will be given in recognition of exceptional, unusual, and distinguished service to the State University of New York College of Technology at Canton (SUNY Canton), to the community, to the State, or to the nation. It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

Nominees will be any citizen that meets the specified criteria list above.

The **deadline** for nominations is on or before, February 1. Please submit the nomination form and packet items to the President of the College or the Chairman of the College Council – Office of the President, 34 Cornell Drive, Canton, NY 13617 or by emailing them to [youngm@canton.edu](mailto:youngm@canton.edu).

---

**Name of Nominee:** \_\_\_\_\_  
(Please print)

**Professional Title:** \_\_\_\_\_

**Please submit the following with the form as the nomination packet.**

1. Nomination letter from the nominator(s).
  2. Provide the following in writing:
    - Name and position of the nominee
    - A description of the distinguished services, recognitions, facts, or characteristics that is pertinent or informative
    - Brief biography of the nominee
  3. At least three (3) supporting letters from non-family members.
  4. Optional ~ Additional supporting documentation.
- 

Name of Nominator: \_\_\_\_\_  
(Please print)

Professional Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_



## **DISTINGUISHED CITIZEN AWARD**

### **POLICY**

The Distinguished Citizen Award citation will be given in recognition of exceptional, unusual, and distinguished service to the State University of New York College of Technology at Canton (SUNY Canton), to the community, to the State, or to the nation. It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

### **ELIGIBILITY**

Nominees will be any citizen that meets the specified criteria list above.

### **PROCEDURES**

Annually, beginning in the Fall of each academic year, the President of the College will seek nominations for the award. Nominations will be accepted until November 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.
- The community.

### **Nomination Packet Items**

1. Nomination letter from the nominator(s).
2. Provide the following in writing:
  - Name and position of the nominee
  - A description of the distinguished services, recognitions, facts, or characteristics that is pertinent or informative
  - Brief biography of the nominee
3. At least three (3) supporting letters from non-family members.
4. Optional ~ Additional supporting documentation.

### **PROCESS**

Send completed packet to the President of the College or the Chairman of the College Council – Office of the President, 34 Cornell Drive, Canton, NY 13617 or [youngm@canton.edu](mailto:youngm@canton.edu) – on or before November 1.

After receipt of the nominations, the Council Secretary will forward copies of all documents to the Council for review prior to the spring award meeting of the Council.

The Council will act on the nominations at their spring award meeting.

**AWARD**

The award will consist of a framed citation and cash award to be awarded at the Faculty and Community Awards Dinner by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.

## **DISTINGUISHED CITIZEN AWARD**

### **POLICY**

The Distinguished Citizen Award citation will be given in recognition of exceptional, unusual, and distinguished service to the State University of New York College of Technology at Canton (SUNY Canton), to the community, to the State, or to the nation. It will be awarded to an individual(s) by a vote of the College Council and will be given in the sole discretion and judgment of the Council.

Nominations will be considered only for the year submitted; non-recipients will not be automatically reactivated for future years.

### **ELIGIBILITY**

Nominees will be any citizen that meets the specified criteria list above.

### **PROCEDURES**

Annually, beginning in September of each academic year, the President of the College will seek nominations for the award. Nominations will be accepted until February 1 of each year.

Nominations will be solicited from:

- All currently enrolled SUNY Canton students.
- All current SUNY Canton, Research Foundation, and College Association personnel.
- The community.

### **Nomination Packet Items**

1. Nomination letter from the nominator(s).
2. Provide the following in writing:
  - Name and position of the nominee
  - A description of the distinguished services, recognitions, facts, or characteristics that is pertinent or informative
  - Brief biography of the nominee
3. At least three (3) supporting letters from non-family members.
4. Optional ~ Additional supporting documentation.

### **PROCESS**

Send completed packet to the President of the College or the Chairman of the College Council – Office of the President, 34 Cornell Drive, Canton, NY 13617 or [youngm@canton.edu](mailto:youngm@canton.edu) – on or before February 1.

After receipt of the nominations, the Council Secretary will forward copies of all documents to the Council for review prior to the spring award meeting of the Council.

The Council will act on the nominations at their spring award meeting.



**AWARD**

The award will consist of a framed citation and cash award to be awarded at the Faculty and Community Awards Dinner by the Chairman of the Council. The recipient's name will also be inscribed on a permanent plaque to be prominently displayed in the Richard W. Miller Campus Center.