APPROVED BY THE COLLEGE COUNCIL
OCTOBER 27, 1995
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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 College will seek nominations for the award.

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

Complete and submit the electronic nomination form by the deadline indicated in the Call for Nominations email.

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 Secretary.

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

The Council will act on the recommendation and nominations at the spring 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 Chairperson 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.