

CHANCELLOR'S AWARD FOR EXCELLENCE
NOMINATION FORM +

Candidate's Full Name: _____ Title: _____

Date of Hire for this Position: _____ Department: _____
(Committee will fill in hire date.)

Check the award for which nomination you are submitting. Self-nominations are **not** allowed.

Excellence in Adjunct Teaching – **Deadline for this award is September 30.**

Excellence in Faculty Service

Excellence in Librarianship

Excellence in Professional Service

Excellence in Scholarship and Creative Activities

Excellence in Teaching

Nomination Packet – Provide the Following:

- ❖ **Nomination Form**
- ❖ **Nomination Letter** – written support with bullets addressing the criteria for the specific award (see below).
- ❖ **Two Letters of Support** – these can be from faculty, staff, or students.

Nominator: _____ Phone #: _____ Email: _____
(Please print)

Scan and email your nomination packet to Michaela Young, Chair of the Nominations and Elections Committee, youngm@canton.edu, on or before November 1, 2019.

Criteria to Address +

Excellence in Adjunct Teaching - EIAT - Recognizes consistently superior teaching at the graduate, + undergraduate, or professional level in keeping with SUNY's commitment to provide students with instruction of the highest quality.

Eligibility

- Must be adjunct faculty
- Must have taught, over the preceding 5 yrs., a total of courses equivalent to 1/2 of a 3-yr. full-time teaching load in the appropriate dept.
- Can work at other institutions
- Must be employed by nominating campus at time of nomination

General Criteria

- Must meet all prescribed eligibility criteria
- Must be individuals who have made an exceptional contribution
- Committed to the State University and its students
- Respected by the campus community
- Worthy of emulation by colleagues and students on the home campus and System-wide

Specific Criteria

- Skill in Teaching - demonstrated and substantiated
 - Superb evidence of teaching
 - Adaptable instructional policies for student needs, interests, and problems
- Evaluations of Student Works - strongly supported
- Consideration may be given to:
 - Outstanding support for intellectual growth of individual students
 - Demonstrated use of relevant contemporary data from their discipline(s) in their teaching (evidence may be scholarly and/or widely recognized experience in the field)
 - Number of students per course
 - Different teaching techniques employed

Excellence in Faculty Service - EIFS - Recognizes consistently superior service contributions of teaching faculty; must be sustained over multiple years and may occur in a variety of venues.

Eligibility

- Must have completed 3 academic yrs. of full-time appointment out of the 5 yrs. just prior to nomination
- Must be tenure, tenure-track, or clinical faculty in year award is given and regularly carry a full-time load as defined by the campus (see note in procedure packet on Dept. Chairs)
- May hold any full-time academic rank as defined by the SUNY BoT policies - professor, assoc. professor, assist. professor, instructor, assist. Instructor, or clinical professor (*part-time or visiting designations are ineligible*)

General Criteria

- Must meet all prescribed eligibility criteria
- Must be individuals of achievement
- Committed to the State University and its students
- Respected by the campus community
- Worthy of emulation by colleagues and students on the home campus and across SUNY

Specific Criteria

- Must demonstrate consistently superior service:
 - Service contributions may occur in areas including campus, State Univ., local community, regional, state-wide, national, or international levels
 - Service activities may encompass a combination of contributions to discipline or disciplinary and professional organizations and societies, and to leadership in local or system-wide faculty governance
- Nature of the service must exceed work generally considered to be part of basic professional obligation
- Must include service that exceeds that for which faculty are normally compensated
- Must be positive evidence of outstanding achievement and skill in providing leadership, outreach, or other Univ. and/or community service or extraordinary service and leadership in professional organizations
- Scope of service - must extend over multiple years, be geared toward effecting positive change, and involve the generous giving of personal time in service areas listed above
- Must be full-time teaching/instructional faculty who meet/exceed selection criteria and demonstrate initiative and creativity in exceeding the standards

Excellence in Librarianship - EIL - Recognizes consistently superior professional achievement in the field of librarianship.

Eligibility

- Must hold full-time appointment as a faculty librarian
- Must possess a Master of Library Science or equivalent
- May hold any academic rank as defined by SUNY BoT policies - librarian, assoc. librarian, senior assist. librarian, and assist. librarian (*part-time or visiting designations are ineligible*)
- Must have completed 3 academic yrs. of full-time appointment out of the 5 yrs. just prior to nomination
- **Ineligible** ~ Individuals serving as head of the campus library. The head of the library may be eligible for the Excellence in Professional Service Award.

General Criteria

- Must meet all prescribed eligibility criteria
- Must be individuals of achievement
- Committed to the State University and its students
- Respected by the campus community

- Worthy of emulation by colleagues and students on the home campus and across SUNY

Specific Criteria +

Must have demonstrated extraordinary performance in the following areas: +

- Skill in Librarianship - must be positive evidence in performing superbly in fulfilling librarianship duties. Consideration given to ability to perform this function in a creative and innovative fashion that is outstanding quality.
- Service to the Univ. and to the Profession - in providing librarianship services, must be generous with personal time and easily accessible. Must be flexible and adapt readily to needs of the library, institution, and constituents served.
- Scholarship and Continuing Professional Growth - must keep abreast of developments in the field and use relevant contemporary data in relation to work situation. Evidence should include references to publications, membership and work in professional organizations, attendance at meetings, seminars, etc.

Excellence in Professional Service - EIPS - Recognizes consistently superior professional achievement within and beyond the position.

Eligibility

- Must presently be serving in full-time professional service capacities (not necessarily titles) with more than 50% of assignment in non-teaching services
- Intent that this award is reserved for staff (FT Faculty and support staff not serving in a professional class title are not eligible.)
- Must have completed 3 academic yrs. of full-time professional service out of the 5 yrs. in the position for which they are nominated just prior to nomination year
- Exclusively for this award - nominations may be made by not-for-profit agencies serving a State Univ. function at one of the organizational units of SUNY (e.g. - Research Foundation, etc.)

General Criteria

- Must meet all prescribed eligibility criteria
- Must be individuals of achievement
- Committed to the State University and its students
- Respected by the campus community
- Worthy of emulation by colleagues and students on the home campus and across SUNY

Specific Criteria

- Must have repeatedly sought improvement of themselves, their campuses and ultimately the State Univ., and in doing so, have transcended the normal definitions of excellence
- At all position levels, can serve as professional role models for a univ. system in pursuit of excellence
- Within the position description - must perform superbly in fulfilling the job description for the position held

- Beyond the position description - should also demonstrate excellence in professional activities beyond the parameters of the job description. Satisfy the standards in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional needs. Consideration given to capabilities and accomplishments in the areas of leadership, decision-making and problem-solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, and committee activities.

Excellence in Scholarship and Creative Activities - EISCA - Recognizes consistently outstanding scholarly and creative productivity, conducted in addition to teaching, by SUNY's instructional faculty.

Eligibility

- Must be tenured, tenure-track, or clinical faculty for academic year when award is to be given, and regularly carry a full-time load as defined by campus (see note in procedure packet under Faculty Service on Academic Background)
- May hold any academic rank as defined by the SUNY BoT policies - professor, assoc. professor, assist. professor, instructor, assist. instructor, or clinical professor (*part-time and visiting designations are ineligible*)
- Must have completed 3 academic yrs. of full-time appointment out of the 5 yrs. just prior to nomination

General Criteria

- Must meet all prescribed eligibility criteria
- Must be individuals of achievement
- Committed to the State University and its students
- Respected by the campus community
- Worthy of emulation by colleagues and students on the home campus and across SUNY

Specific Criteria

- Evidence of sound scholarship (traditionally research and publication in the sciences, social sciences, and humanities) and creative productivity (in fields where scholarship takes the form of artistic production, performance, composition, etc.)
- Scholarship and Creative Productivity - can be demonstrated through a variety of avenues - grants, release time, honors, etc.
- A reasonable combination of the following, but not restricted to this:
 - For Scholarship: (research in the sciences, social sciences, & humanities) - an excellent, sustained record of research publications in peer-reviewed journals, &/or research monographs, &/or research-oriented texts; or record of presenting at national &/or international conferences, presentation of papers published in conference proceedings &/or digests, patents awarded, grants secured, & citation of work by individuals or groups - not nominee's collaborators
 - For Creative Productivity: (generally the fine or performing arts or fields where creative productivity constitutes scholarship e.g., culinary arts, etc.) - record of excellence in creative activity appropriate to specific field or discipline, such as exhibitions, shows, performances,

productions, & stage work; or record demonstrating evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, & other forms of external recognition & acclaim

- External peer evaluations are required from impartial referees from the nominee's discipline for the nominating process; do **not** include them in the Summary Presentation - reference them only

Excellence in Teaching - EIT - Recognizes consistently superior teaching at the graduate, undergraduate, or professional level in keeping with SUNY's commitment to provide students with instruction of the highest quality.

Eligibility

- Must be full-time teaching faculty (tenured, tenure-track, clinical, or non-tenure track) for academic year when award is to be given, and regularly carry a full-time load as defined by campus (see note in procedure packet under Faculty Service on Academic Background)
- May hold any full-time academic rank as defined by the SUNY BoT policies - professor, assoc. professor, assist. professor, instructor, assist. instructor, clinical, or full-time non-tenure track title (*part-time and visiting designations are ineligible*)
- Must have completed 3 academic yrs. of full-time teaching out of the 5 yrs. on the nominating campus just prior to nomination year

General Criteria

- Must meet all prescribed eligibility criteria
- Must be individuals of achievement
- Committed to the State University and its students
- Respected by the campus community
- Worthy of emulation by colleagues and students on the home campus and across SUNY

Specific Criteria

- Primary criterion - skill in teaching
- Additional consideration given to
 - Sound scholarship (usually demonstrated through publications or artistic productions)
 - Outstanding service to students
 - Service to SUNY and the campus
- Teaching Techniques and Representative Materials –
 - Must be positive evidence of superb performance in the classroom
 - Must maintain a flexible instructional policy that adapts readily to student needs, interests, and problems
 - Must demonstrate and substantiate mastery of teaching techniques
 - Consideration given to
 - Number of substantially different courses taught
 - Number of students/course

- Different teaching techniques employed in various courses
(Student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) should be used to provide a clear idea of the nominee's impact on students. Need to be from several different courses and over several recent years.)
- Scholarship and Professional Growth –
 - Must be teachers/scholars abreast of own field and who use relevant contemporary data from that field and related disciplines in teaching
 - Evidence can be, but not limited to, publications, grants, presentations at conferences, artistic productions, etc.
- Student Services –
 - Must be generous with personal time, easily accessible, and demonstrate continual concern for intellectual growth of individual students (Focus: accessibility to students outside of class, e.g. office hrs., conferences, special meetings, student advisement)
- Academic Standards and Requirements, and Evaluation of Student Performance –
 - Must set high standards for students and help them attain academic excellence
 - Quantity and quality of work that is more than average for the subject must be required of the students
 - Must work actively with individual students to help improve their scholarly and artistic performance
 - Consideration given to quality, quantity, and difficulty of tasks/work assigned to students
- Evaluations of students' work must be strongly supported by evidence
 - Consideration given to grading patterns, particularly grade distributions for all courses in at least 2 recent years
 - It can also be assessed by accomplishments of students, including placement and achievement levels

*See attached restrictions for all programs. +

RESTRICTIONS ON ELIGIBILITY +

- Individuals serving in part-time, or visiting capacities – irrespective of the length of service or amount of their involvement – are ineligible for these programs. **However, please note that full-time clinical faculty are eligible for nomination in the following categories: Faculty Service, Scholarship and Creative Activities, and Teaching. Full-time non-tenure track faculty are now eligible for nomination in the Teaching category only.**
- Individuals holding Distinguished Faculty Rank: Distinguished Librarian, Distinguished Professor, Distinguished Service Professor and Distinguished Teaching Professor – **may not be nominated for an Excellence Award in any of the categories**
- Recipients of an Excellence Award may not be nominated for an Excellence Award in another category within a five-year interval
- Recipients of an Excellence Award may not be re-nominated for an award in the same category
- Individuals holding academic appointments preceded by the designation “visiting” may not be nominated
- The chief campus officer for academic, student, or administrative affairs, or persons serving in these capacities, may not be nominated for an Excellence Award. **Other exclusions include the following (but not limited to) as well as other comparable titles:** Direct reports to the President or Chancellor, Vice Chancellors and above, Vice Presidents and above, Vice Provosts and above, Senior Counsels and above, and the Deans of the College of Ceramics at Alfred University and the New York State Colleges of Agriculture and Life Sciences, of Human Ecology, of Industrial and Labor Relations, and of Veterinary Medicine at Cornell University
- Individuals should not be nominated in the same season for promotion to Distinguished Faculty rank and an Excellence Award
- Posthumous nominations are ineligible
- No self-nominations/applications