

**CHANCELLOR'S AWARDS FOR EXCELLENCE  
2011-2012**

**NOMINATION PROCEDURES**

1. To nominate a faculty member or colleague, complete the attached nomination form and return it to Heather O'Hara, Human Resources, by **December 16, 2011**. This may be done by email to oharaha@potdam.edu
2. All nominees for the **Chancellor's Awards for Excellence** will be asked for the names of **five** people from whom they would like letters of reference requested. Human Resources will then request these letters of reference for all nominees. The deadline for receipt of these reference letters will be **January 6, 2012**. It will be the responsibility of the nominators to work with the Human Resources Office to make sure that all nominee folders are complete prior to Committee review.
3. All nominees will be required to submit a current curriculum vita.
4. Nominees for a Chancellor's Award must have received a President's Award for Excellence prior to 2011-2012 nomination (the exception is the category of Excellence in Librarianship). For a list of prior President's Award recipients, please visit [www.potsdam.edu/hr](http://www.potsdam.edu/hr)
5. For those nominated for the Chancellor's Award for **Excellence in Teaching**, course evaluations will be required in addition to the letters of reference and a detailed curriculum vita. The **course evaluations should be for at least two (2) but no more than four (4) courses taught over the last two academic years**. It would be helpful to the Committee if one of the reference letters was from a student since these are teaching categories.
6. The Committee on Academic Awards will review all nominations in January and will make its recommendations for each award category to the President.
7. Once the final decision has been made as to which nominations will be sent to Albany in each award category, HR will provide information to the VP/Deans to prepare a summary presentation (maximum of 5 pages) addressing how the candidate excels in each of the selection criteria for his/her award category. This summary, combined with other required documentation, is mailed to Albany before the deadline.

The evidence examined by the Academic Awards Committee is as follows: 1) Nomination Letter, 2) five Reference Letters, and 3) CV. The Academic Awards committee arrives at its selection by comparing the criteria for each specific category against what was submitted for each nomination package and how well the candidate met or exceeded the criteria. Summary rating sheets are used by the Committee members and the nominees are given a score based on the criteria. The score is tallied and if found worthy of the award, the nominees are submitted for further consideration.

## CANDIDATE CHARACTERISTICS

Individuals nominated for these awards must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – the selection criteria for the specific award for which they are being nominated. In all cases, candidates must be individuals of achievement, committed to the State University and its students, respected by the campus community and worthy of emulation by colleagues and students on the home campus and across the entire System.

## ELIGIBILITY

Each award has program-specific eligibility criteria; nonetheless, there are eligibility criteria common to all. **Regardless of program, nominees must have completed three academic years of full-time appointment out of the five years just prior to the year of nomination.** Individuals serving in part-time, or any qualified academic rank, such as adjunct, clinical, or visiting capacities – irrespective of length of their service or amount of their involvement – are ineligible for these programs. However, we encourage campuses to create internal awards programs that would recognize individuals serving in these types of positions.

## GENERAL RESTRICTIONS ON ELIGIBILITY

There are also circumstances that preclude nomination regardless of the program. The following are special conditions that limit eligibility and these restrictions apply to all programs:

- 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 another Excellence Award within a five-year interval;
- Recipients of an Excellence Award may not be re-nominated for an award in the same category;
- Individuals holding qualified academic appointments (as defined in SUNY Board of Trustees policies: individuals holding the title of lecturer or titles of academic rank preceded by the designation “visiting” or other similar designations) 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. Therefore, other examples of positions excluded are: the Chancellor, Vice Chancellors, Executive Vice Chancellors, Associate Vice Chancellors, Vice Provosts, Deputy Counsels, Campus Presidents, Campus Provosts, Deputy Provosts, Deputies to the President, Chiefs of Staff, Officers-in-Charge, Vice Presidents and 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 are ineligible for nomination;
- Individuals should not be nominated in the same season for promotion to Distinguished Faculty rank and an Excellence Award in the same category (e.g., an individual should not be nominated for a Distinguished Teaching Professorship and an Excellence in Teaching award); and
- Posthumous nominations are ineligible.

## PROGRAM SPECIFIC ELIGIBILITY AND SELECTION CRITERIA

### EXCELLENCE IN FACULTY SERVICE – (EIFS)

#### Nature of the Program – EIFS

The Chancellor's Award for Excellence in Faculty Service recognizes the consistently superior service contributions of **teaching faculty**. This service must be sustained over multiple years and may occur in a variety of venues.

#### Criteria for Selection – EIFS

To be nominated, a faculty member must demonstrate consistently superior service. Eligible service contributions may occur in a variety of areas including service to the campus, the State University, the local community or contributions at the regional, state-wide, national or international levels. Eligible activities may encompass a combination of service contributions to discipline or disciplinary and professional organizations and societies; and to leadership in local or system-wide faculty governance.

The nature of the service **must exceed** the work generally considered to be part of a candidate's basic professional obligation (professional committees, etc.) and **must include service that exceeds that for which faculty are normally compensated**. There must be positive evidence of outstanding achievement and skill in providing leadership, outreach, or other University and/or community service or extraordinary service and leadership in the nominee's professional organization.

The scope of the service must extend over multiple years, must be geared toward effecting positive change and must involve the generous giving of personal time in service to areas previously described.

**Candidates for this award must be full-time teaching/instructional faculty who meet, and preferably exceed, the selection criteria, and who also demonstrate initiative and creativity in exceeding these standards.**

#### Eligibility – EIFS

**Academic Background** – Candidates must be full-time teaching faculty for the academic year in which the award is to be given and regularly carry a full-time teaching load as defined by the campus for full-time teaching. **(The definition of a full teaching load varies from campus to campus, but each campus should be satisfied that there can be no question that its nominee meets this criterion. Teachers of studio courses or other specialized courses in which credit hours are normally low are to be considered in terms of the full-time load normally expected for the discipline.)**

The significance of having the campus define "full-time" teaching is particularly relevant in the case of Department Chairs. Campuses frequently provide course reductions for faculty serving in such capacities. If the reduction is applied uniformly, then this reduced load becomes "full-time" for that particular position. Individuals serving in this capacity may be nominated for the award contingent upon their carrying the campus-defined, full-time teaching load for persons performing such administrative responsibilities (e.g., if a campus defines 15 hours as a full-time teaching load for full-time faculty, and 12 hours as a full-time teaching load for Department Chairs, then an individual serving as a Department Chair and teaching the 12 hours and meeting the other eligibility requirements would be eligible for nomination). **One caveat: except for Department Chairs, teaching requirements must constitute more than 50 percent of the position's responsibility. Otherwise, the individual should be considered for the Excellence in Professional Service Award. Please remember that Department Chairs are always considered faculty first, and it is the intent that the Professional Service category be reserved for staff.**

**Academic Rank** – Nominees for the award may hold any academic rank (as defined in SUNY Board of Trustees policies: individuals holding the title of professor, associate professor, assistant professor, instructor or assistant instructor).<sup>1</sup>

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<sup>1</sup> *The State University of New York Policies of the Board of Trustees – 2001 – Article II §1 (j).*

**Length of Service** – Nominees must have completed at least three academic years of full-time service out of the five years on the home campus immediately prior to the year of nomination.

**Restrictions** – Individuals holding qualified academic appointments (as defined in SUNY Board of Trustees policies: individuals holding the title of lecturer or titles of academic rank preceded by the designation “visiting” or other similar designations) **may not** be nominated.<sup>2</sup>

## EXCELLENCE IN LIBRARIANSHIP (EIL)

### Nature of the Program – EIL

The Chancellor’s Award for Excellence in Librarianship recognizes consistently superior professional achievement in the field of librarianship.

### Selection Criteria – EIL

Nominees for the award must have demonstrated **extraordinary** performance in the following areas:

**Skill in Librarianship** – There must be positive evidence that the candidate performs superbly in fulfilling his or her librarianship duties. Consideration should be given to the candidate’s ability to perform this function in a creative and innovative fashion that is of outstanding quality.

**Service to the University and to the Profession** – In providing librarianship services, the candidate must be generous with personal time and easily accessible. The individual must be flexible and adapt readily to the needs of the library, the institution and the constituents served.

**Scholarship and Continuing Professional Growth** – The candidate must keep abreast of developments in the field and use relevant contemporary data in relation to that person’s work situation. Evidence in this category should include references to publications, membership and work in professional organizations, attendance at meetings, seminars, etc.

### Eligibility Criteria – EIL

**Academic Background** – Candidates must hold full-time appointment as a faculty librarian and **must** possess a Master of Library Science (MLS) or equivalent.

**Academic Rank** – Candidates may hold any academic rank (as defined in the SUNY Board of Trustees policies: individuals having the titles of librarian, associate librarian, senior assistant librarian and assistant librarian).<sup>3</sup>

**Length of Service** – Candidates must have completed at least three academic years in full-time appointment out of the five years as a professional librarian at the nominating campus immediately prior to the year of nomination.

**Restrictions** – Individuals serving as head of the campus library – or of all the libraries for institutions with multiple libraries – are also ineligible for nomination. (However, the head of the library may be eligible for the Excellence in Professional Service Award if this individual satisfies the other selection and eligibility criteria for that award.) Individuals holding qualified academic appointment (as defined in the SUNY Board of Trustees policies: individuals having the titles of academic rank preceded by the designations “visiting” or other similar designations) may not be nominated.<sup>4</sup>

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<sup>2</sup> *The State University of New York Policies of the Board of Trustees – 2001* Article II § 1 (k)

<sup>3</sup> *The State University of New York Policies of the Board of Trustees – 2001* – Article II - §1 (j)

<sup>4</sup> *The State University of New York Policies of the Board of Trustees – 2001* Article II, § 1(k)

## EXCELLENCE IN PROFESSIONAL SERVICE (EIPS)

### Nature of the Program – EIPS

The Chancellor's Award for Excellence in Professional Service recognizes consistently superior professional achievement within and beyond the position.

### Selection Criteria – EIPS

Nominees for the award must be individuals who have repeatedly sought improvement of themselves, their campuses and ultimately the State University and, in doing so, have transcended the normal definitions of excellence. **At all position levels**, nominees shall be those individuals who can serve as professional role models for a University system in the pursuit of excellence. The following criteria shall be used in selecting persons for nomination of this award:

**Within the Position Description** – The candidate must perform superbly in fulfilling the job description for the position held; and

**Beyond the Position Description** – The candidate should also demonstrate excellence in professional activities **beyond** the parameters of the job description. The ideal candidate will satisfy the standards in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional needs. Consideration should be 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.

### Eligibility Criteria – EIPS

**Candidate Background** – Candidates must presently be serving in full-time professional service capacities (**not necessarily titles**) with more than 50 percent of their assignment in non-teaching services. The latter include academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies and directors of campus libraries. It is the intent that the Professional Service award be reserved for staff. Full-time faculty (as defined in the eligibility criteria for Faculty Service) are not eligible. In addition, support staff not serving in professional class titles are ineligible for nomination, but are eligible for nomination in the Classified Service Awards category

**Length of Service** – Candidates must have completed three academic years of full-time professional service out of the five years in the position for which they are nominated immediately prior to the year of nomination.

**Restrictions** – Individuals serving in the classified services are ineligible for nomination (one indicator: positions paid on an hourly rather than salary basis are generally in the classified services).

Please note that for the Community Colleges, individuals serving as heads of divisions (frequently referred to as Deans) may be nominated predicated on their fulfilling the eligibility and selection criteria. However, for this sector, the title "Dean of Instruction" frequently refers to the individual who serves as the head campus academic officer. Where this is the case, the individual may not be nominated.

### Special Considerations for the Professional Service Award

Exclusively for the Excellence in Professional Service Award, nominations may be made by not-for-profit agencies serving a State University function at one of the organizational units (e.g., the campus Research Foundation offices, etc.) of the State University of New York. Any such nominations count toward the total allocations permissible for the nominating campus. For the purposes of the Professional Service Award, the State University System Administration is considered a campus. It may make one Professional Service nomination drawn from the aggregate

of eligible staff at the System Administration, the Construction Fund, Charter Schools Institute, and the Research Foundation.

The Chancellor can make nominations for additional Professional Service Awards, from either a specific campus or the State University System Administration, provided the individual meets the eligibility requirements.

## **EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES (EISCA)**

### **Nature of the Program – EISCA**

The Chancellor’s Award for Excellence in Scholarship and Creative Activities supports the pursuits foundational to sustaining the intellectual growth of SUNY institutions by recognizing consistently outstanding scholarly and creative productivity, **conducted in addition to teaching, by SUNY’s instructional faculty.**

### **Selection Criteria – EISCA**

Evidence of sound scholarship (traditionally research and publication in the sciences and humanities) and creative productivity (in fields where scholarship takes the form of artistic production, performance, composition, etc.) can be demonstrated through a variety of avenues, including grants, release time, honors, etc. The selection criteria for this award shall include a reasonable combination of, but not be restricted to, those appearing below. Nominees should be individuals who have:

**For Scholarship (research in the sciences, social sciences, and humanities)** -- An excellent, sustained record of research publications in peer-reviewed journals, and/or research monographs, and/or research-oriented texts; or a record of presenting at national and/or international conferences, presentation of papers published in conference proceedings and/or digests, patents awarded, grants secured, and citation of work by individuals or groups other than the nominee’s collaborators.

**For Creative Productivity (generally the fine or performing arts or those fields where creative productivity constitutes scholarship e.g., culinary arts, etc.)** – A record of excellence in creative activity appropriate for the specific field or discipline, such as exhibitions, shows, performances, productions, and stage work; or a record demonstrating evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim.

### **Eligibility Criteria – EISCA**

**Academic Background** – Candidates must be full-time teaching, tenured or tenure-track faculty. (**Note: Please see full discussion of this issue above under “Academic Background” section for the Excellence in Faculty Service award.**)

**Academic Rank** – Candidates may hold any academic rank (as defined in SUNY Board of Trustees policies: individuals holding the title of professor, associate professor, assistant professor, instructor or assistant instructor).<sup>5</sup>

**Length of Service** – Candidates must have completed at least three academic years of full-time service out of the five years (the program intent is on instruction/research) on the home campus immediately prior to the year of nomination.

**Restrictions** – Individuals holding qualified academic appointments (as defined in SUNY Board of Trustees policies: individuals holding the title of lecturer or titles of academic rank preceded by the designation “visiting” or other similar designations) may not be nominated.<sup>6</sup>

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<sup>5</sup> *The State University of New York Policies of the Board of Trustees – 2001 Article II § 1 (j)*

## EXCELLENCE IN TEACHING (EIT)

### Nature of the Program – EIT

The Chancellor's Award for Excellence in Teaching recognizes consistently superior teaching at the graduate, undergraduate, or professional level in keeping with the State University's commitment to providing its students with instruction of the highest quality.

### Selection Criteria – EIT

The primary criterion is skill in teaching. Additionally, consideration is also given to sound scholarship (usually demonstrated through publications or artistic productions), outstanding service to students, as well as service to the State University and to the campus. The following criteria are to be used in selecting nominees for this award:

**Teaching Techniques and Representative Materials** – There must be positive evidence that the candidate performs superbly in the classroom. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests and problems. Mastery of teaching techniques must be demonstrated and substantiated. Consideration is to be given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses.

When available, student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) presented for several different courses over a period of several recent years may provide a clear idea of the nominee's impact on students.

**Scholarship and Professional Growth** – Candidates must be teacher/scholars who keep abreast of their own field and who use the relevant contemporary data from that field and related disciplines in their teaching. Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.

**Student Services** – In relating to students, candidates must be generous with personal time, easily accessible, and must demonstrate a continual concern for the intellectual growth of individual students. The focus here is the accessibility of the nominee to students outside of class; e.g. office hours, conferences, special meetings, and the nominee's responsibility in terms of student advisement.

**Academic Standards and Requirements, and Evaluation of Student Performance** – Candidates 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.** Candidates must work actively with individual students to help them improve their scholarly or artistic performance. This individual interaction is an important source of information that indicates the nature and level of instruction offered by the nominee. Consideration is to be given to the quality, quantity, and difficulty of the tasks or work assigned to students.

Candidates' evaluations of students' work must be strongly supported by evidence. Candidates must be willing to give greater weight to each student's final level of competence than to the performance at the beginning of the course. Since expert teachers enable students to achieve high levels of scholarship, it is possible that the candidates' marking records may be somewhat above average. There must also be evidence that candidates do not hesitate to give low evaluations to students who do poorly. For this category, consideration should be given to grading patterns, particularly grade distributions for all courses in at least two recent years. Evidence in support of student performance may also be assessed by the accomplishments of students, including placement and achievement levels.

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<sup>6</sup> *The State University of New York Policies of the Board of Trustees – 2001 Article II § 1 (k)*

## **Eligibility Criteria - EIT**

**Academic Background** – Candidates must be full-time teaching, tenured or tenure-track faculty. (**Note: Please see full discussion of this issue above under “Academic Background” section for the Excellence in Faculty Service award.**)

**Academic Rank** – Candidates may hold any full-time academic rank (as defined in SUNY Board of Trustees policies: individuals holding the title of professor, associate professor, assistant professor, instructor or assistant instructor).<sup>7</sup>

**Length of Service** – Candidates must have completed three academic years of full-time teaching out of the five years on the nominating campus immediately prior to the year of nomination.

**Restrictions** – Individuals holding qualified academic appointments (as defined in SUNY Board of Trustees policies: individuals holding the title of lecturer or titles of academic rank preceded by the designation “visiting” or other similar designations) may not be nominated.<sup>8</sup>

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<sup>7</sup> *The State University of New York Policies of the Board of Trustees – 2001 Article II § 1(j)*

<sup>8</sup> *The State University of New York Policies of the board of Trustees – 2001 Article II §1(k)*