STATE UNIVERSITY OF NEW YORK
Chancellor's Awards for Excellence in the Classified Service

Guidelines

Purpose of Program

The Chancellor's Awards for Excellence in the Classified Service are System-level awards established by the University to give System-wide recognition for superior performance and extraordinary achievement by employees in the Classified Service. These awards demonstrate the University's commitment to individuals who provide superior service to its students and the community at large.

Recognition

Employees selected for the awards receive a personal certificate of recognition and a Chancellor's Excellence Medallion. In addition, campuses are encouraged to announce and publish the awards as is customary with other awards programs.

Campus Participation and Number of Nominations

All SUNY campuses may nominate Classified Service employees for this award. University Centers and Medical Centers may nominate up to three (3) employees per year for the award. University colleges, specialized colleges, statutory colleges and community colleges may nominate one (1) employee per year for the award.

Eligibility

All nominees must have completed at least three (3) years of continuous, full time permanent service in the Classified Service position for which they are nominated. Prior recipients of a Chancellor's Award for Excellence in the Classified Service are ineligible for consideration. Posthumous nominations are also ineligible.

Criteria for Selection

1. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.

2. The nominee must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, patients, and other members of the campus community.

Selection Process

A Campus Level Selection Committee for the Chancellor's Award for Excellence in the Classified Service shall be appointed by the president or the president's designee. The Selection Committee must include classified staff. The other members of the Committee will be such

other representatives of the campus community as the president or president's designee sees fit. The Selection Committee will be responsible for receiving nominations and reviewing the applications and documentation. The Selection Committee will submit its recommendation(s) to the campus president.

Nominations may be submitted to the campus selection committee by a supervisor, coworker or other member of the campus community. Nominations must be submitted on the attached nomination form. Nominations will be reviewed by the campus' Service Awards/Recognition Committee and a recommendation will be submitted to each campus president. The president will officially select the award recipient(s) and will forward the recipient's information to System Administration to the attention of:

State-operated Campuses/Community Colleges:

Ms. Bethany Hurteau
Office of Employee Relations
SUNY System Administration
SUNY Plaza, F-216
Albany, NY 12246
Bethany.Hurteau@suny.edu

Nomination Packets

Nomination packets must include:

- Nomination Form
- Letter of Recommendation from Search Committee to President
- Letter from President in support of Nominee
- Supporting Documents
- Shipping Address of President's Office and Delivery Instructions

Deadline

Each campus must submit to System Administration its selection for the recipient(s) of the Chancellor's Award for Excellence in the Classified Service no later than:

Monday, March 1, 2027

Notification

System Administration will announce the Award recipients in late April. Formal notification will be made by letter from the Chancellor to the recipient with a copy to the campus president. The recipient's letter, certificate and medallion will be mailed to the campus president for presentation to the recipient.