POLICIES AND PROCEDURES

Academic Years

2026-2027 and 2027-2028

Chancellor's Awards for

Excellence

In
FACULTY SERVICE,
LIBRARIANSHIP,
PROFESSIONAL SERVICE,
SCHOLARSHIP AND CREATIVE ACTIVITIES,
TEACHING,
&
ADJUNCT TEACHING

Deadline for Submission:

2026-2027
Tuesday, February 16, 2027

2027-2028
Tuesday, February 15, 2028

Revised May 2026

CHANCELLOR'S AWARDS ELIGIBILITY AND SELECTION CRITERIA

NATURE OF THE PROGRAM

The Chancellor's Awards for Excellence are System-level honors conferred to acknowledge and provide system-wide recognition for consistently superior professional achievement and to encourage the ongoing pursuit of excellence. These programs underscore SUNY's commitment to sustaining intellectual vibrancy, advancing the boundaries of knowledge, providing the highest quality of instruction and service, and serving the public good. Through these awards, SUNY publicly proclaims its pride in the accomplishment and personal dedication of its instructional faculty, librarians, and professional staff across its campuses. The awards provide SUNY-wide recognition in six categories: Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, Teaching, and Adjunct Teaching.

REWARDS OF SELECTION

Individuals selected for this tribute are the SUNY community's role models in their respective areas. In acknowledgment of their selection, recipients will be given recognition for the award received in the college catalog by the addition of the phrase "State University Chancellor's Award for Excellence in …" A letter, certificate, and medallion are also bestowed to commemorate selection. In addition, campuses are encouraged to supplement these commemoratives as appropriate to campus resources. Frequently, those selected are honored by their campuses during commencement, at academic convocations, or at special events hosted in honor of their selection.

CAMPUS PARTICIPATION

All State University of New York campuses may nominate candidates for these awards. Campus participation in the programs, however, is at the discretion of the campus President. **All campuses are encouraged to participate, and to have a diverse and inclusive pool of candidates for consideration in each of the six awards.**

NUMBER OF NOMINATIONS (NOMINATION ALLOCATIONS)

A limit is placed on the number of candidate nominations a campus may submit to each program in order to preserve the honor and prestige of selection. These caps are formula-driven and based on the campus's number of Full-Time Equivalent (FTE) students shown below:

Librarianship	Faculty Service and Scholarship and Creative	Professional Service	Teaching	Adjunct Teaching
1 per 7,000	1 per 5,000 FTEs	1 per 2,500 FTEs	1 per 2,000	1 per 2,000

The number of nominations allocated to each campus is available online. Nomination allocations are not interchangeable from program to program, nor can they be carried forward from year to year.

NB: The State University Chancellor can make nominations for additional faculty and professional staff Excellence Awards, including from a specific campus, the State University System Administration, the State University Construction Fund, SUNY Charter Schools Institute, or the SUNY Research Foundation provided the individual meets the eligibility requirements.

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 SUNY.

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 within the previous five years (years do not need to be consecutive) at the nominating campus prior to the year of nomination. The nominee must hold full-time status for the entire academic year in which the nominee is nominated.
- Full-time clinical faculty and full-time non-tenure track faculty including the title lecturer are eligible for nomination in the following categories: Faculty Service, Scholarship and Creative Activities, and Teaching. Please see the eligibility chart noted below.

Eligible for	Faculty Service	Scholarship and Creative	Teaching
Full-time, tenured or tenure track faculty	X	X	X
Full-time, clinical faculty	X	X	X
Full-time, non-tenure track	X	X	X

Please note: This includes full-time Lecturer titles as well.

GENERAL RESTRICTIONS ON ELIGIBILITY

The following preclude nomination to all the 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 an Excellence Award in another category within a five-year interval;
- Individuals serving in part-time or visiting capacities – irrespective of the length of their service or amount of their involvement – are ineligible for these programs, with the exception of the Excellence Award in Adjunct Teaching.

Additional eligibility requirements for that award can be found in this document;

- Recipients of an Excellence Award may not be re-nominated for an award in the same category at either their current or a previous SUNY institution;
- 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:** Campus Presidents**,** 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 academic year for promotion to Distinguished Faculty rank and an Excellence 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 **full-time teaching faculty.** This service must be sustained over multiple years and may occur in a variety of venues.

Selection Criteria – 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 organizations.

The scope of the service must extend over multiple years, must be geared toward effecting positive changes and must involve service above and beyond the call of duty in areas

previously described. **Candidates for this award must be full-time teaching/instructional faculty, as defined by the campus, who meet, and preferably exceed the selection criteria, and who also demonstrate initiative and creativity in exceeding these standards.** We realize that faculty are allowed credit release time when acquiring faculty service administrative duties.

Eligibility – EIFS

Academic Background – Candidates must 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 expectations 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 department chair and teaching the 12 hours and meeting the other eligibility requirements would be eligible for nomination). **The nomination portfolio should clearly indicate that the department chair is carrying a campus-defined full-time teaching load as defined for department chairs.**

Please remember that department chairs are always considered faculty first. Except for department chairs, teaching requirements for faculty must constitute more than 50 percent of the position's responsibility. Otherwise, the individual should be considered for the Excellence in Professional Service Award. It is the intent that the Professional Service category be reserved for staff.

Length of Service – Nominees must have completed three academic years of full-time appointment within the previous five years—years do not need to be consecutive—at the nominating campus prior to the year of nomination.

Academic Rank – Nominees for the award may hold any full-time academic and qualified academic rank as defined in SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor or assistant instructor, clinical professor, and full-time non-tenure track faculty including the title lecturer are eligible for nomination.

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 at least one of the following areas:

Skill in Librarianship – There must be positive evidence that the candidate performs superbly in fulfilling librarianship duties, including teaching related to librarianship.

Service to the University and to the Profession – There must be evidence that the candidate is flexible and adapts readily to the needs of constituents served. Eligible service areas include contributions to the library, the campus, the State University, the community and to the profession.

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, participation at meetings, seminars, etc.

Eligibility Criteria – EIL

Academic Background – Candidates must hold full-time appointment as a faculty librarian and **must** possess an ALA-accredited Master of Library Science (MLS), a Master's degree (e.g., MIS), or equivalent (e.g., MLIS).

Length of Service – Nominees must have completed three academic years of full-time appointment within the previous five years—years do not need to be consecutive—at the nominating campus prior to the year of nomination.

Academic Rank – Candidates may hold any academic rank as defined in the SUNY Board of Trustees policies: librarian, associate librarian, senior assistant librarian and assistant librarian.

Restrictions – Individuals serving as head of the campus library – or of all the libraries for institutions with multiple libraries – are 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.

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(s) 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 recognition, 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. These include academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies, heads of campus libraries, and professional research staff such as research associates. It is the intent that the Professional Service Award be reserved for staff working full-time within their nominating campus. Full-time faculty (as defined in the eligibility criteria for Faculty Service) are not eligible. In the case of split assignments across the nominating campus, individuals are eligible for nomination for this award if they are serving in a full-time professional capacity. 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 – Nominees must have completed three academic years of full-time appointment within the previous five years—years do not need to be consecutive—at the nominating campus prior to the year of nomination. **Please note, promotion within the same department does not preclude a person from being nominated.**

Restrictions – Individuals serving in the classified services are ineligible for nomination (e.g., 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 State University Construction Fund, SUNY Charter Schools Institute, and the SUNY Research Foundation.

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/teaching faculty.**

Selection Criteria – EISCA

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.) 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 tenured, tenure-track, or full-time non-tenure track faculty for the academic year in which the nominee is nominated, and regularly carry a full-time teaching load as defined by the campus for full-time teaching. **(Note: Please see full discussion of this issue above under "Academic Background" section for the Excellence in Faculty Service award.)**

Length of Service – Nominees must have completed three academic years of full-time appointment within the previous five years—years do not need to be consecutive—at the nominating campus prior to the year of nomination.

Academic Rank – Candidates may hold any full-time academic rank as defined in the SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor, assistant instructor, clinical professor, and full-time non-tenure track faculty including the title lecturer are eligible for nomination.

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 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 teaching. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests and problems. Mastery of teaching techniques, including different instructional practices that adapt to different courses, must be demonstrated and substantiated. Consideration is to be given to the number of substantially different courses taught and the number of students per course.

Student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) should be presented for several different courses over a period of several recent years to 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, professional development, creative activities, 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., mentoring student research, 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 creative 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.

Eligibility Criteria - EIT

Academic Background – Candidates must be tenured, tenure-track, or full-time non-tenured track faculty for the academic year in which the nominee is nominated, and regularly carry a full-time teaching load as defined by the campus for full-time teaching. **(Note: Please see full discussion of this issue above under "Academic Background" section for the Excellence in Faculty Service award.)**

Length of Service – Nominees must have completed three academic years of full-time appointment within the previous five years—years do not need to be consecutive—at the nominating campus prior to the year of nomination.

Academic Rank – Candidates may hold any full-time academic rank as defined in the SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor, assistant instructor, clinical professor, and full-time non-tenure track faculty including the title lecturer are eligible for nomination.

EXCELLENCE IN ADJUNCT TEACHING (EIAT)

Nature of the Program- EIAT

The Chancellor's Award for Excellence in Adjunct 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- EIAT

The primary criterion is skill in teaching. Additionally, consideration is given to 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 teaching. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests and problems. Mastery of teaching techniques, including different instructional practices that adapt to different courses, must be demonstrated and substantiated.

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

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., mentoring student research, 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 creative 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.

Eligibility Criteria Specific to the EIAT

Nominees must be adjunct faculty as generally defined by the specific SUNY institution. Individuals serving in a full-time professional or academic position at a SUNY institution are not eligible for this award;

Nominees must have taught, over the preceding five years, a total of courses equivalent to one-half of a three-year full-time teaching load in the appropriate department;

Nominees may also serve in adjunct roles at other educational institutions; and

Nominees must be employed by the nominating campus at the time of the nomination. Retirees serving as adjunct faculty are not eligible for nomination.

SELECTION PROCESSES FOR ALL PROGRAMS

These programs require campuses to empanel a specifically constituted committee to elicit nominations, evaluate candidates, and recommend to the campus President the candidates to forward to the System Administration level. The local selection committee makes its report in the form of a recommendation to the campus President. The following describes the overarching and program-specific requirements. **Under no circumstance may individuals apply – or self-nominate – for these awards.**

CAMPUS NOMINATION PROCESS

The programs require that nominations coming forward to the System Administration level be the product of an objective and rigorous campus review. Further, the nomination process should benefit from the involvement of a broad spectrum of the campus community including

the faculty, the student body and administration. The program-specific nomination requirements follow:

LOCAL SELECTION COMMITTEE

As noted above, the awards require the establishment of a committee specifically charged with selecting the campus's nominees.

Committee Appointment and Structure – The local selection committees for these awards shall be appointed by the campus governance structure (as is currently done by each campus for appointment of other faculty committees) with the concurrence of the campus President. The committee shall include the chair (or chair's designee) of the campus faculty governance organization; one member, designated by the campus President, to act in an *ex officio* capacity; and faculty and student representation. In addition to this common structure, each award requires its committee to include:

For Faculty Service – none beyond the common structure prescribed above;

Scholarship and Creative Activities – none beyond the common structure prescribed above;

For Librarianship – library faculty and staff;

For Professional Service – a minimum of 50 percent professional service personnel (i.e., who are employed in capacities that are eligible for the award); and

For Teaching – full-time faculty;

For Adjunct Teaching – none beyond the common structure prescribed above.

Committee Role – The local selection committee solicits nominations; conducts an objective and rigorous evaluation of the merits of candidates nominated; recommends to the campus President nominees to go forward to the System Administration level; and prepares the final nomination portfolio. Consequently, nominations received at the System Administration level should represent the campus's finest exemplars of the qualities recognized through these awards.

The primary evaluation of the nominee's qualifications is the responsibility of the campus. The campus selection committee must determine that its candidates meet, and preferably surpasses, each selection criteria for the award for which they are nominated. The local selection committee determines the approaches the campus will utilize to solicit nominations. It also determines the type of supporting evidence the committee will need to conduct its evaluations of candidate merit (e.g., the number and source of letters of recommendations, types of samples of the nominees' work, attending the nominee's classes, etc.) and the process for selecting candidates to forward to System Administration.

The Scholarship and Creative Activities award requires that external peer

evaluations (from impartial referees from the nominee's discipline) are included in the campus nominating process.

The campus selection committee shall make its report in the form of a recommendation to the campus president and shall forward to the campus president no more than the allocated number of nominations. Nominations endorsed by the campus president shall be forwarded to the Office of the Provost at System Administration.

Note: The campus process may be more extensive and its requirements more stringent than the requirements outlined in these program guidelines. They may not be less rigorous than the program requirements.

Confidentiality

The sensitivities inherent in such recognition programs and the nature of the supporting documentation involved make it imperative that all deliberations of the campus committee remain strictly confidential.

Because of the confidentiality of these proceedings, the Office of the Provost will interact only with the campus president, campus chief academic officer, or the president's designee.

NOMINATION PORTFOLIO

The campus selection committee is responsible for preparing the nomination portfolio submitted to System Administration. Please submit your nominations **electronically** via the appropriate nomination form on the SUNY awards webpage.

Certification of Approval from Campus President – Applicants will be asked to virtually certify in the online submission portal that each nominee was approved by the campus President before submission to SUNY.

Nomination Procedures – A brief explanation is required that describes the mechanism by which nominations were solicited, what evidence was examined by the local selection committee in the evaluation of nominees, and how the local committee arrived at its selection.

Candidate Summary – The Candidate Summary provides a brief rationale for the campus's nomination of a candidate and sets forth candidate merit for selection. This document should summarize the candidate's accomplishments and contributions. Portions of the summary may be used in award announcements.

Candidate Summaries should not be written by the nominee (or in first person) because this undermines the impartiality and objectivity required of the nomination process.

Current Curriculum Vitae (CV) – An up-to-date and moderately detailed CV containing information on the nominee's career must be included in the nomination portfolio. Specific data must **include the date of appointment to the SUNY system,**

highest rank attained and date of appointment to that rank. It should also include areas of specialization, research activities, professional and scholarly publications, honors, and campus and State University service.

For Adjunct Teaching only- Attestation that the Nominee has taught, over the proceeding five years, a total of courses equivalent to one-half of a three-year full-time teaching load in the appropriate department. This should be confirmed by the nominee's department or HR prior to the candidate being nominated.

Note: SUNY System Administration may request additional materials to support portfolio review.

SUBMISSION

Please submit your nominations **electronically** via the appropriate nomination form on the SUNY Chancellor's Excellence Awards webpage.

It is the responsibility of the campus to confirm that you have received a submission receipt for each online application submitted. All applications should receive a system-generated email confirming your submission. This email serves as proof of submission in the event that there are any technical issues. If you did not receive a receipt for each submission, please reach out to excellenceawards@suny.edu to confirm your submissions were received as soon as possible.

Deadline –All nomination portfolios must be received by the Office of the Provost at SUNY System Administration on or before the third Tuesday in February:

Tuesday, February 16, 2027 for Academic Year 2026-2027

Tuesday, February 15, 2028 for Academic Year 2027-2028

REVIEW BY SYSTEM ADMINISTRATION

Each nomination will be reviewed for compliance with the SUNY-wide criteria for selection and eligibility. Each nominee's portfolio will be examined to confirm the individual's eligibility and to ensure that the portfolio demonstrates the rigor of the campus process and the support of the campus president in nominating this candidate.

Where a candidate is not being recommended for selection, the campus president, campus chief academic officer, or the President's designee will be contacted confidentially and offered the option of providing the information sought by reviewers or of withdrawing the nomination. Contact with the campus president will be made prior to making award recommendations to the Chancellor.

After review, nominees supported for this honor will have their name forwarded to the

Chancellor through the Office of the Provost at System Administration. Selection is contingent upon approval of recommendations by the Chancellor.

SELECTION AND NOTIFICATION

The nominations will be evaluated for eligibility by SUNY System Administration. Informal notification occurs via e-mail to the campus president once approval of recommendations has been received from the Chancellor. The recipient's original award letter, certificate and medallion will be mailed to the campus President for presentation to the recipient.

These guidelines are also available online at the Office of the Provost and can be accessed on the SUNY awards webpage.

Please direct questions to excellenceawards@suny.edu.