

Guidelines for Chancellor's Awards for Excellence in the Classified Service

Please read the guidelines below for the restrictions on eligibility for the Chancellor's Awards for Excellence in the Classified Service. If your candidate meets all the eligibility requirements, see the instructions for preparing the nomination form and narrative statement at the end of the 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, technology 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.

Nominations may be submitted by a supervisor, coworker or other member of the campus community. Nominations will be reviewed by the campus' Service Awards/Recognition Committee and a recommendation will be submitted to each campus president. **Note to Students:** If you submit a nomination form, it will then be necessary to coordinate with the nominee's department in order to prepare the nomination file.

Instructions

In order to nominate an individual for this award, he/she must meet all of the eligibility requirements, and you must complete the nomination form and write a narrative statement (less than 500 words) in support of the nominee. Both the nomination form and the narrative statement must be emailed to Maureen Wozniak in the Provost's Office at maureen.wozniak@stonybrook.edu by **Thursday, January 6, 2022**. A selection committee will submit its recommendation(s) to the President.

*No nomination files will be accepted in person or by email after the **January 6, 2022** deadline.