



Chancellor's Award for Excellence in Professional Service Policies and Procedures Academic Year 2021-2022

Important:

Please read the guidelines carefully to make sure your nominee meets all eligibility requirements before preparing a file.

Deadlines:

1. The **nomination form only** must be submitted electronically **no later than Thursday, October 7, 2021**.
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.
2. The **completed nomination file** must be received in the Provost's Office **no later than Thursday, November 11, 2021**.
3. Any files received by the Provost's Office either in person or by mail **after the November 11, 2021** deadline **will not be accepted**.

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 (years do not need to be consecutive) at the nominating campus prior to the year of nomination.**
- 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. **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.**

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 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 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 FOR 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.

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 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. **Please note, promotion within the same department does not preclude a person from being nominated.**
- **Length of Service** – Candidates must have completed three academic years of full-time appointment (years do not need to be consecutive) at the nominating campus prior to the year of nomination.
- **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.

The Chancellor can make nominations for additional Professional Service Awards, from either 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.

(See the instructions for preparing the nomination file on next page)

FORMAT OF EXCELLENCE IN PROFESSIONAL SERVICE NOMINATION FILE

1. **Nominator's letter.**
2. **Current and detailed curriculum vitae.**
3. **Candidate's current Position Description.**
4. **Supporting Statements:** Letters of recommendation from the nominee's supervisors, colleagues, and constituents served, if appropriate. Letters should address the nominee's most outstanding qualifications and specific major achievements and include reference to the criteria for these awards. No more than 15 statements may be submitted. Letters emailed or faxed to the nominator are acceptable.
5. **Summary Presentation:** The **file must** include, in **ESSAY FORMAT** (**not** letter format, **not** written in the first person, **not** addressed to the committee, **not** signed), a summary, limited to a maximum of 5 pages, which gives the candidate's most outstanding qualifications and major achievements and addresses *specifically* how the candidate *excels* in each of the award's selection criteria.
 - In addition to being included in the nomination file, the Summary Presentation must be **EMAILED** as a **WORD document** attachment to Maureen Wozniak (Maureen.Wozniak@stonybrook.edu).
 - **Important:** After the campus selection committee makes its recommendations to the President, **only the summary presentation** will be submitted to SUNY to make the case for the nominee. SUNY does not see the nomination file.

**Send completed nomination file as
one PDF and Word document
(summary presentation) to:
Maureen Wozniak
Provost's Office
maureen.wozniak@stonybrook.edu**

****No nomination files will be accepted after the Thursday, November 11, 2021 deadline.**