

**CHANCELLOR'S AWARD  
FOR  
EXCELLENCE IN PROFESSIONAL SERVICE 2009-2010**  
(Application Information)

**PURPOSE:**

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. Individuals selected for this tribute are the SUNY community's role models. The Chancellor's Award for Excellence in Professional Service recognizes consistently superior professional achievement within and beyond the position.

**AWARD CRITERIA:**

Nominees for the award should 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.

**Within the Position Description** - The candidate must perform superbly in fulfilling the job description for the position held.

**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. There must be specific, concrete examples of how the nominee fulfills each criterion.

**ELIGIBILITY:**

**Candidate Background** - Nominations for the award must be drawn from individuals presently serving in full-time professional service capacities with more than 50 percent of the assignment in non-teaching services. Specific categories included for this award are academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies, and the individual who is the director of the campus libraries.

**Length of Service** - Nominees must have completed at least three years of continuous full-time professional service in the position for which nominated.

### **Restrictions**

- Individuals who are the chief campus officers for academic, student, or administrative affairs or persons acting in those capacities may not be nominated for the award. (All other professional service employees are eligible for consideration.) A recipient of an excellence in professional service award may not be renominated.
- Faculty holding Distinguished Faculty appointment may not be nominated for an Excellence Award in the Distinguished Rank designation for which they have been appointed; and
- Recipients of an Excellence Award may not be nominated for another Excellence Award for a period of five years.
- 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).
- Posthumous nominations are also ineligible for consideration.
- Under NO circumstances may candidates apply – or self-nominate – for these awards.

### **NUMBER OF AWARDS/FREQUENCY**

Nomination allocations for a campus are based on a ratio to FTEs. One nomination allocation shall be allotted for every 5,000 total FTE students on the campus.

### **SELECTION PROCESS**

**Nominating Process:** The nomination process/procedure is in two parts: local (MCC) nominations and state level review.

#### ***Local:***

- Nominations for the award should emanate from the entire college community based on continuing and recognized quality in job performance.
- The primary selection committee makes its recommendation to the President. The deliberations of the campus committee shall be confidential.
- The committee forwards to the President no more than the number of nominations allowed.
- Nominations endorsed by the President are forwarded to the State University of New York in care of the Office of the Provost.

**State:**

- Nominations for the awards are reviewed for compliance with the SUNY-wide criteria for selection and eligibility.
- Failure by a campus to comply with the procedures established for the selection of nominees will result in the disqualification of all nominees from that institution.
- After review, a report will be sent to the Chancellor in the form of recommendations for award.

**REQUIRED DOCUMENTATION:**

Nomination materials must include written narrative addressing how candidate excels in meeting **each** of the award criteria; vita, student evaluations (if applicable), performance appraisals and letters of recommendation (not to exceed five). Other **relevant** material **may** be submitted.

**NOTE: Please format your narrative under each of the award criteria headings.**

**SEE: Tips for submitting Chancellor's Awards.**

**QUANTITY:**

**Six (6) copies and one complete set of signed (in blue ink) originals** of the nomination packet should be submitted by the nominator. **Originals should not be hole-punched or stapled.**

**DEADLINE:**

**All nomination materials must be submitted to Valarie Avalone, room 1-304 or Lynn Rivers, room 1-313, by no later than 4 p.m. † , December 9, 2009.**