



Date: August 24, 2009

To: FIT Faculty, Staff and Students

From: Elaine Maldonado
CET/Teaching Institute

Re: **CALL FOR NOMINATIONS
SUNY CHANCELLOR'S AWARDS FOR EXCELLENCE 2009-2010**

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. The Awards provide SUNY-wide recognition in five categories: **Faculty Service (EIFS), Librarianship (EIL), Professional Service (EIPS), Scholarship and Creative Activities (EISCA), and Teaching (EIT).**

Rewards of Selection: In acknowledgment of their selection, recipients will be given recognition in the college catalogue. A certificate and a Chancellor's Excellence Medallion are also bestowed to commemorate selection, and those selected are honored during commencement, or at an academic convocation.

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 University and its students, respected by the campus community and worthy of emulation by colleagues and students on the home campus and across the system.

General Eligibility (see also program-specific criteria): Nominees must be full-time employees. Recipients of an Excellence Award may not be nominated for another Excellence Award within a ten-year period, and cannot be re-nominated for the same award. Posthumous nominations are ineligible.

Documentation: Documentation provided by the nominee will include evidence of the candidate's qualifications. Documentation must provide examples of specific achievements, demonstrating that the candidate has met the standards outlined by SUNY. While documentation may include letters of support from peers or students, more substantial documentation is strongly recommended. Please refer to the suggested documentation and materials listed in each of the Chancellor's Award categories.

All individuals must be nominated – no one may apply. If you wish to nominate an individual who meets the program criteria, please submit the nomination(s) in writing. *The letter of nomination, about 300-500 words long, must address the criteria in sufficient detail to establish eligibility for the award.*

FOR ASSISTANCE IN WRITING A LETTER OF NOMINATION, PLEASE SEE CRITERIA FOR EACH OF THE FIVE PROGRAMS ON THE FOLLOWING PAGES.

All nominations must be submitted to the Teaching Institute, B502, by October 9, 2009.

The FIT selection committee is composed of the members of the Teaching Institute, the Deans, the Faculty Senate, the VP of Academic Affairs, and students chosen by the Student Government.

For further information, please contact Elaine Maldonado, x7-4062, Elaine_Maldonado@fitnyc.edu.

If you wish to nominate a candidate, please see the particulars below for each of the five different Programs. Please review the criteria, and address these in your letter of nomination.

PROGRAM DESCRIPTIONS AND PROGRAM-SPECIFIC CRITERIA

1. Excellence in Faculty Service (EIFS)

The Chancellor's Award for Excellence in Faculty Service recognizes the consistently superior service contributions of teaching faculty. This service must be sustained over multiple years and may occur in a variety of venues.

- ❑ 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; the discipline or disciplinary and professional organizations and societies; or 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.).
- ❑ 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 organization.
- ❑ The scope of the service must extend over multiple years, must be geared toward effecting positive change and must involve the generous giving of personal time in service.
- ❑ Candidates for the award must be full-time teaching, tenured or tenure-track, faculty. Nominees for the award may hold any academic rank. Nominees must have completed at least three years of full-time service on the home campus prior to the year of nomination.
- ❑ Documentation must clearly attest to **“consistently superior service,” “outstanding achievement” and service that exceeds work considered part of the candidate's basic professional obligation (professional committees, etc.)**.” Examples of good documentation include: leadership acknowledgements at the campus or University level, evidence of proposals, citations, awards, conference presentations, memberships in professional organizations, evidence of event organization, reference to publications, etc.

2. Excellence in Librarianship (EIL)

The Chancellor's Award for Excellence in Librarianship recognizes consistently superior professional achievement in the field of librarianship. Nominees for the Award need not have a long record of service, but performance must have been extraordinary in the following areas:

- ❑ Skill in Librarianship – There must be positive evidence that the candidate performs superbly in fulfilling his or her librarianship duties. Consideration should be given to the candidate's ability to perform this function in a creative and innovative fashion that is of outstanding quality.
- ❑ Service to the University and to the Profession – In providing librarianship services, the candidate must be generous with personal time and easily accessible. The individual must be flexible and adapt readily to the needs of the library, the institution and the constituents served.
- ❑ 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/work in professional organizations, attendance at meetings, seminars, etc.
- ❑ Candidates must hold full-time appointment as a professional librarian and must possess an MLS degree.
- ❑ Candidates may hold any academic rank, and must have completed three academic years in full-time appointment as a professional librarian at the nominating campus prior to the year of nomination.
- ❑ Documentation must clearly attest to **“consistently superior professional achievement”** and **“extraordinary performance in librarianship, service to the university and to the profession, as well as to scholarship and continuing professional growth.”** Examples of good documentation include: evidence of using contemporary data in relation to the work, college and/or University level initiatives that are creative and innovative, references to publications, membership and documented work in professional organizations, participation in seminars, awards, citations, acknowledgements in professional events, etc.

Restrictions on EIL award: Nominations may not be made for persons on sabbatical leave in the fall or spring semester prior to the year of nomination. Individuals serving as head of the campus library – or of all the libraries for institutions with multiple libraries – are also 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.)

3. Excellence in Professional Service (EIPS)

The Chancellor's Award for Excellence in Professional Service recognizes consistently superior professional achievement within and beyond the position. 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 for the award:

- ❑ The candidate must perform superbly in fulfilling the job description for the position held.
- ❑ The candidate should 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 adapt-ability 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, committee activities, etc.

- ❑ Candidates must presently be serving in full-time professional service capacities (not necessarily titles) with more than 50 % 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.
- ❑ Candidates must have completed three years of continuous, full-time professional service in the position for which they are nominated.
- ❑ Documentation must clearly attest to **“consistently superior professional achievement within and beyond the position.”** Nominees will have **“repeatedly sought improvement of themselves, their campus and ultimately the University...and have transcended the normal definitions of excellence.”** Additionally, the candidate **“should demonstrate excellence in professional activities beyond the parameters of the job description.”** Examples of good evidence include: development of proposals, initiation of ideas and/or installation of new initiatives, professional recognitions, acknowledgements in publications and conferences, leadership awards and citations from the College and/or University and professional acknowledgement in the national and/or international areas, etc.

Restrictions on EIPS award: The chief campus officer for academic, student, or administrative affairs, or persons serving in these capacities, may not be nominated for this Award. 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).

4. Scholarship and Creative Activities (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 the system’s instructional faculty. Evidence of sound scholarship (traditionally research and publication in the 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.

- ❑ Candidates must be full-time teaching, tenured or tenure-track faculty, and may hold any academic rank. Candidates must have completed at least three years of full-time service (the program intent is on instruction/research) on the home campus prior to the year of nomination.
- ❑ Documentation must clearly attest to **“consistently outstanding scholarly and creative productivity, connected in addition to teaching....”** The candidate must demonstrate **“an excellent sustained record of research...or a record of excellence in creative activity appropriate for the specific field or discipline.”** Examples of good evidence include: publications in peer reviewed journals, research monographs and/or research-oriented texts, presentations at national/international conferences, published conference proceedings, patents, grants secured, work citations or exhibitions, shows, performances, productions, evidence on critical reviews, works included in permanent collections, retrospectives, etc.

5. Excellence in Teaching (EIT)

The Chancellor’s Award for Excellence in Teaching recognizes consistently superior teaching. The primary criterion is skill in teaching. Additionally, consideration is also given to sound scholarship (usually demonstrated through publications or artistic productions), outstanding service to students, as well as service to the University and to the campus.

- ❑ There must be positive evidence that the candidate performs superbly in the classroom. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests and problems.
- ❑ Mastery of teaching techniques must be demonstrated and substantiated. Consideration is to be given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses.
- ❑ When available, student evaluations presented for several different courses over a period of several recent years may provide a clear idea of the nominee's impact on students.
- ❑ Candidates must be teacher/scholars who keep abreast of their own field evidence by, but not limited to, publications, grants, presentations at conferences, artistic productions, etc.
- ❑ 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, especially accessibility of the nominee to students outside of class; e.g. office hours, conferences, special meetings, student advisement, etc.
- ❑ 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 artistic performance. 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.

- ❑ Candidates must be full-time teaching faculty; teaching requirements must constitute more than 50% of the position's responsibility.
- ❑ Candidates may hold any full-time academic rank, and must have completed three academic years of full-time teaching on the nominating campus prior to year of nomination.
- ❑ Documentation must clearly attest to **“consistently superior service, sound scholarship, outstanding service to students, as well as to the University and campus.” The candidate must perform superbly in the classroom.** Examples of good documentation include: student evaluations for various courses over multiple years, evidence of different courses taught, innovative teaching techniques demonstrated by lesson plans or materials used, reflective teaching portfolios, pedagogical workshops given, video/podcasts of teaching, examples of quality student work that demonstrate the difficulty of tasks, reference to publications, grants, conference presentations, and artistic productions, etc.

The full SUNY Chancellor's Award guidelines are available online at the Provost's web site and can be accessed at: <http://www.suny.edu/provost/facultyawards.cfm>