

## **Guidelines for Submitting Nominations for Chancellor Awards and Distinguished Rank Applications**

### **I. Stipulations**

“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 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.

Distinguished Faculty Rank programs encourage an ongoing commitment to excellence, kindle intellectual vibrancy, elevate the standards of instruction and enrich contributions to public service. They demonstrate the State University's pride and gratitude for the consummate professionalism, the groundbreaking scholarship, the exceptional instruction and the breadth and significance of service contributions of its faculty.”

For details, please refer to SUNY guidelines <http://system.suny.edu/academic-affairs/faculty-staff-awards/>

### **II. Process**

A. Nominators must submit a nomination letter to the Office of the Provost by 4:30 pm on the fourth Monday in September (see details in item IV. below).

B. Nominees will be contacted in early October and asked to submit a portfolio to the Office of the Provost by 4:30 pm on the second Monday in November (see details in item V. below).

C. The Chancellor Awards and Distinguished Ranks reviews and deliberations shall be under the auspices of the Chancellor's Award Selection Committee of SUNY College at Oswego.

D. The selection committee will meet by the end of a Fall semester to elect its Chair and discuss committee's procedures and guidelines. The committee will review the supporting data and material for all nominations. The committee will have a second meeting in early February to discuss all available folders, determine its recommendation by a secret ballot, and send a short list and the corresponding letters for the Provost's and President's consideration and approval by March 1st.

E. The Provost and President will select the appropriate number nominees from the committee's short list, provide support letters to deserving candidates, and send it to the SUNY Chancellor's office by the appropriate deadline.

### **III. Selection Criteria**

The Chancellor's awards for Excellence provide SUNY-wide recognition in five categories: Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities, and Teaching. For detailed descriptions of criteria, please refer to <http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>  
A promotion to the State University's highest academic rank (Distinguished Professorship, Distinguished Service Professorship, or Distinguished Teaching Professorship, Distinguished Librarian) is conferred solely by the State University Board of Trustees. For detailed descriptions of criteria, please refer to <http://system.suny.edu/academic-affairs/faculty-staff-awards/distinguished-faculty-ranks/>

#### IV. Information for the nominator

- A. Nominators must submit a nomination letter to the Office of the Provost by 4:30 pm on fourth Monday in September.
- B. The nomination letter should address in detail each criterion for the Chancellor Awards and Distinguished Ranks, as detailed in links provided in Item III.
- C. It is highly recommended that the nominator discusses the level of expectations and the selection process for these awards and promotions with the experienced faculty and administrators in his/her department and school prior to submitting a nomination for the Chancellor's Award/promotion.
- D. The committee recommends requesting the nominee's consent and starting the process in the spring.
- D. Review the directions for the nominee and the review committee to understand the scope of the endeavor.

#### V. Information for the nominee

- A. Nominees will be informed by the Provost's/President's Office of the nomination in early October. The nominee willing to accept the nomination must submit a portfolio to the Office of the Provost by 4:30 pm on the second Monday in November.
- B. The nominee will also need to request letters of support to be sent to the Office of the Provost by the second Monday in November. The letters may be internal and external, and should be helpful in the interpretation of criteria specific to the field; *e.g.* one's publications must be described in the terms that describe their significance in the corresponding field. Letters should address items mentioned in criteria for the Chancellor Awards and Distinguished Ranks, as detailed in links provided in Item III.
- C. Review the criteria for the Chancellor Awards and Distinguished Ranks, as detailed in links provided in Item III.
- D. Prepare an electronic folder documenting your achievements. In basic terms, it must be similar to one's tenure and promotion folder but more extensive, and the letters of support must be sent to the Provost Office directly:
  - Provide a summary letter from the nominee addressing the criteria for the Chancellor Awards and Distinguished Ranks, as detailed in links provided in Item III; in the same letter, please provide your philosophy describing your approach to activities related to the category of the award/promotion considered.
  - Provide your CV with appropriate focus on the area of award/promotion (see notes below on how to organize it).
  - Evidence should be strongly linked to specific criteria; you should include both quantitative and qualitative evidence.
  - Evidence of statewide, regional, national, and international activities should be included as appropriate.
  - Evidence must be well-organized and should include, depending on the award/promotion, such items as listed below; *i.e.* teaching items are appropriate for the teaching award, *etc.*:
    - student evaluations of faculty over time;
    - reflection of evaluations on teaching changes;
    - peer observations and evaluation of teaching;
    - syllabi from a variety of courses taught;
    - table of courses taught with student numbers and grade distribution;
    - student support letters;
    - office hours schedule;
    - evidence of involvement with students outside of class;
    - graded assignments with written feedback;

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- examples of tests, quizzes, lab reports;
- representative samples of instructional materials;
- list of student achievements pre- and post-graduation;
- evidence of your or your group's accomplishments and achievements;
- examples of minutes as evidence of involvement;
- for each organization: length of term, years being chair of that organization or other officer, accomplishments of the organization while a member, accomplishments while the chair;
- examples of presentations on and off campus separated by type and level (*e.g.*, Quest, regional, national, international conferences/events separated; invited presentations indicated; posters and talks indicated);
- reviews of productions or exhibits;
- scholarship/creative activities grouped by type and peer- and non-peer- reviewed; the level of your contribution specified; the number of citations of work included;
- pdf's of actual publications including articles and books included; a link to an article or a book sufficient if the full text can be viewed; a physical copy delivered to the Provost's office if electronic access is not possible;
- support letters from colleagues and administrators, internal and external that recognize the contributions nationally and internationally sent to the Provost's Office;
- letters of support from community and professional organizations sent to the Provost's Office.

## **V. Interpretation of Criteria**

The selection committee will use the criteria for each award/promotion as detailed in links provided in Item III. In addition, the following types of questions will be considered, depending on the award/promotion, as a guide in interpreting the criteria for the evaluation and comparison of the candidates' portfolios:

- A. Have the candidate's achievements been acknowledged previously at the college-level of recognition?
- B. Have specific contributions been documented in the portfolio?
- C. Have students been involved in the scholarly and creative process? Has the candidate been an active mentor of the next generation of librarians/scholars/artists? Are students co-authors of candidate's contributions?
- D. If contributions were published (including online), what was the nature of the publishing firm? Was publication the result of competition among similar entries? Were the contributions reviewed by peers? Were contributions invited? How difficult is it to publish in this field? Are multi- author publications normal in this field and is there a significance to the order of the authors' names?
- E. If contributions were presented, were the presentations part of a competition? Were the presentations invited? How difficult is it to schedule performances or presentations in this field?
- F. Has the individual presented or published longer forms of works, such as collections, books, concerts, one-person shows, *etc.* and are there reviews of these works?
- G. How frequently did the candidate produce such contributions?
- H. How much labor was involved prior to publication or presentation of these contributions?
- I. What specific activities were involved in the candidate's work? Was preliminary investigation necessary for the formulation of the work itself?
- J. Does the work represent a significant contribution to the field? Have other awards been given for outstanding contributions? Has the individual been cited frequently by others in the field?
- K. Has the candidate attempted to share the work process and outcome with students, colleagues, and the general public? Has the candidate shared with the Oswego campus the result of the work? Have student projects evolved as a result of the undertaking?