

SUNY Oswego

President's Award for Excellence in Professional Staff Service

Introduction and Rationale

SUNY Oswego is committed to serving its students and the greater community in providing high quality education, scholarship, creative activities and initiatives and service. Service by faculty and professional staff makes it possible for the work of the college to be of high quality. A commitment to service excellence requires that truly exceptional faculty and professional staff are recognized, celebrated, and rewarded for their contributions to the greater college community. The President's Award for Excellence in Professional Staff Service is an annual award granted to an individual whose outstanding service improves the college and its services. This award will recognize professional staff members who in addition to excellence in assigned responsibilities serve the college and community in a variety of ways. The intent of the award is to appropriately honor an outstanding professional staff member who demonstrates exceptional service in her or his contribution to the central mission of our College, and provides exemplary models of what it takes to make SUNY Oswego a community of excellence.

Nature of the Award and Eligibility

The President's Award for Excellence in Professional Staff Service is intended to annually recognize one professional staff member who has demonstrated extraordinary service to the campus, the community and the world. To be eligible for the award individuals must have been full-time professional staff for at least five consecutive years.

Recognition Associated with the Award

The award recipient will be honored at an appropriate public ceremony, and will receive an appropriate symbol of the honor (e.g., a plaque) and an appropriate monetary award (e.g. \$1000).

Award Criteria and Documentation

The focus of this award is on service that is outstanding and exemplary in promoting excellence at SUNY Oswego. Emphasis will be placed on the following criteria:

1. Service Philosophy

A well-articulated and functional philosophy of service that allows for contributions to improved learning and college community excellence.

2. Excellence in campus service

As evidenced by such things as:

- Departmental committees and leadership
- School committees and leadership
- College committees and leadership
- Effective new initiatives, programs, courses or organizations

- Collegial observations of excellence in service
- External validation of service excellence through such things as other awards in recognition of service excellence

3. Excellence in off-campus service

As evidenced by such things as:

- SUNY-wide committee membership and leadership
- State and national committee membership and leadership
- Effective new initiatives, programs, courses or organizations
- Creation of effective service and leadership materials and activities

Nomination Procedures

A nomination must come, unsolicited by the nominee, from an individual who is well acquainted with the candidate's service excellence. Student nominations are welcomed.

The nominator shall submit a letter of nomination to the chairperson of the Faculty Assembly by October 1st. All letters of nomination must be received no later than 5PM on October 1st of the nomination year (see nomination form for specifics).

The nominator shall also be responsible for requesting and collecting materials from the nominee and support letters from others knowledgeable about the nominee's service. If the nominator is a student, the Chair of Faculty Assembly will request and collect the material from the nominee.

The nominee shall submit the following to the nominator: A statement of service philosophy, curriculum vita, and evidence of service excellence consistent with the criteria specified in the Award Criteria section.

To (proposed language):

The nominee shall submit the following to the nominator:

- A 1-2 page cover letter, highlighting service activity according to the criteria specified in the Award Criteria section
- A 1-2 page statement of service philosophy
- Updated curriculum vita,
- 3-5 support letters

The documents should follow the naming convention _Last Name_ Document Title (example: Smith_Service Philosophy). Each of these will be a separate document, files should not be merged.

It is expected that materials will be summarized and submitted in brief but compelling form with supporting documentation in an appendix. The nominator must submit all supporting materials to the Chair of Faculty Assembly by December 1st.

Award Review Process:

Personnel Policies Council of FA shall be responsible for maintaining the Award Criteria and selecting the award recipient. Any changes to the procedures must be completed and approved

no later than September 15th of the year in which the award is made. The Award will be announced via the SUNY Oswego Web site and through SUNY Oswego e-mail.

Any member of the award committee who becomes a nominee (or a significant other of a nominee) must remove themselves from the award committee.

Review Procedures

1. Each member of Personnel Policies Council will independently review the materials submitted and anonymously complete a Review and Rating Form on each nominee. On that form, the award committee member will rate each nominee on each of the three areas using the following five-point scale:

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

Each committee member will also rate each nominee overall as a candidate for the award using the same scale.

2. The individual review and rating forms will all be collected and put into separate envelopes for each nominee. The committee will then consider each nominee in a random order. As each nominee is considered the review and rating data (summarized for the committee by the PPC chairperson) will serve as a basis for committee discussion of the nominee. After opportunity for discussion a secret paper vote of "yes" or "no" will be taken regarding the nominee's candidacy for the award. That is a "yes" would mean that the person is considered as "in the pool of appropriate candidates for the award" and "no" would mean "not an appropriate candidate for the award at this time." The votes will be placed in the nominee's envelopes for later tallying. The votes will not be counted and announced until all the nominees have been considered and voted upon.

3. After all of the nominees have been voted upon, the chairperson will summarize the voting results and the pool of "excellent candidates" will be announced. At this point any member of the committee may ask for a reconsideration of any candidate(s) which must be accompanied by an explanation for why that consideration is called for.

4. Once the "pool of excellent candidates" is determined, each committee member will privately submit a ranked list of the nominees in the pool, with "1" being highest. Those rankings will serve as the basis for discussion concerning who should be given the award for that year. After opportunity for discussion, the chair will ask for nominations from the pool for the award. The goal is to recognize the most deserving nominee. However, if the committee cannot decide on one person, it may consider recommending more than one award for that year. The award winner(s) will be chosen by majority vote. A committee member may request a revote at any time, and must provide a rationale for that request. If a committee vote results in a majority for the same result on two occasions no request for a revote will be possible.

5. The award committee shall forward its recommendations for the award to the President of SUNY Oswego by February 10th.

6. All of the nominators and nominees will be sent a letter from the awards committee congratulating the nominees on their nomination and thanking them all for their involvement in the award process.

SUNY Oswego
President's Award for Excellence in Professional Staff Service

Review and Rating Form

Nominee's Name _____

Award year 20 -20

Please rate the nominee using the following scale and provide written comments that will aid discussion of the nominee's candidacy.

1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

_____ **Service Philosophy**
Comments:

_____ **Excellence in Campus Service**
Comments:

_____ **Excellence in Off-campus Service**
Comments:

_____ **Overall candidacy of the nominee for the SUNY Oswego President's Award for Excellence in Professional Staff service**
Comments: