

# GUIDELINES FOR NOMINATIONS

## PROVOST'S AWARD FOR MENTORING IN SCHOLARLY AND CREATIVE ACTIVITY

### Deadlines:

**Initial Nominations - Fourth Monday in February by 4:30 pm**

**Nominee Portfolio - Fourth Monday in March by 4:30pm**

This Provost's Award shall be awarded annually by the Provost of SUNY Oswego. This award, which is designed as recognition of a career highlighting significant accomplishments in mentoring students while at SUNY Oswego in scholarly or creative activity, may be received only once. Additionally, this award also includes a certificate and an award in the amount of \$1,000.

Nominators including faculty or students, must submit a nomination letter through [Google Forms](#) by 4:30pm on the fourth Monday in February. This letter should explain how the nominee excels in mentoring students to fulfill their scholarly or creative activities goals and describe the strengths of the nominee's mentoring while at SUNY Oswego.

Nominees will be contacted and asked to submit a digital portfolio to [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu) by 4:30 pm on the fourth Monday in March.

**DEFINITIONS:** "Scholarly or Creative Activity" can include any of the following:

- Acquisition, interpretation or sharing of knowledge.
- Systematic collection, analysis and synthesis of data.
- Logical extension of theory including the professional communication of findings.
- "Creative Activity" can include an original contribution in the fine, performing or writing arts.

### **PROCEDURES:**

#### **Nomination Procedure:**

Nominators must submit a nomination letter through [Google Forms](#) by 4:30 pm on the fourth Monday in February. This letter should explain how the nominee and his or her students have made significant, sustained contributions in scholarly and creative activity, and further describe those activities.

The nominee will be contacted and asked to submit a digital portfolio to [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu) by the fourth Monday in March.

**The portfolio should contain the following:**

- An itemized list of portfolio contents.
- A current CV.
- A summary statement of students' scholarly and creative activity (SCA) mentoring contributions. Such as:
  - A list of students mentored with their next career step noted; lists of different types of SCA mentoring contributions; please include complete contribution details and note the significance of each according to nominee's discipline; documentation of SCA mentoring contributions; such contributions might take the form of published plays, poems, stories, essays, research results, conference presentations, articles, reviews, reprints, photos, compositions and translations, as well as works of art, exhibitions, artistic performances, etc.

Those nominated will need to request at least three references submit a letter of support via e-mail to [scac-admin@oswego.edu](mailto:scac-admin@oswego.edu) by the fourth Monday in March. At least two of these letters should be written by a student or colleague familiar with the nominee's success mentoring student scholarly and creative work. Letters should explain how the nominee excels in mentoring students to fulfill their scholarly or creative activities goals, and outline their strengths within their mentoring. The letters should stress the quality of work as recognized by peers in terms understandable to those unfamiliar with the field.

SCAC will consider only candidates with complete files, including portfolio and letters of support.

### **Selection Procedure:**

SCAC will convene a selection committee consisting of the following:

- Three former recipients of the Provost's or President's Award.
- SCAC Advisory Subcommittee members.
- SCAC Chairs (who will vote only to break a tie).

No more than one person from any department may serve on the selection committee. The committee will review and evaluate the portfolios and prepare a list of recommendations to forward to the Provost's Office for review before submitting to the President. The committee reserves the right to consider applications forwarded to the Provost's Office from the previous year.

After review of completed portfolios, the selection committee members will discuss all candidates. An initial pool of candidates will be established by a secret ballot of "yes" or "no". A majority of "yes" votes are required for further consideration of a candidate. Candidates remaining in the pool will be discussed further. The committee may choose to recommend all names in the pool if the pool is sufficiently small. If it is still necessary to eliminate candidates, a final vote will be taken by secret ballot. The nature of this vote will be determined by the selection committee and will depend primarily on the number of candidates in the initial pool. The outcome of the balloting will be discussed. A final list of no more than three recommendations will be prepared and forwarded to the President via the Provost.

### **Notification and Obligations:**

The recipient(s) will be notified by the Provost by the end of April.

The recipient(s) will be expected to provide a 200-word description of their work and achievements to be read during the presentation of this award.

The award will be presented at an awards ceremony held during the Fall Academic Affairs Retreat.