

## **Chancellor's/President's Award for Excellence in Professional Service**

### **ELIGIBILITY**

Each award has program-specific eligibility criteria; nonetheless, there are eligibility criteria common to all. Regardless of program, nominees must have completed three consecutive academic years in full-time appointment. Individuals serving in part-time, adjunct, or visiting capacities – irrespective of length of their service or amount of their involvement – are ineligible for these programs.

### **GENERAL RESTRICTIONS ON ELIGIBILITY**

There are also circumstances that preclude nomination regardless of the program. The following are special conditions that limit eligibility and these restrictions apply to all programs:

- Individuals holding Distinguished Faculty Rank – Distinguished Librarian, Distinguished Professor, Distinguished Service Professor and Distinguished Teaching Professor – may not be nominated for an Excellence Award in the category for which Distinguished Faculty Rank was conferred (e.g., a Distinguished Teaching Professor may not be nominated for the Excellence in Teaching Award);
- Recipients of an Excellence Award may not be nominated for another Excellence Award within a five-year period;
- Recipients of an Excellence Award may not be re-nominated for an award in the same category;
- Individuals holding the title of lecturer or titles of academic rank preceded by the designation “visiting” or other similar designations may not be nominated; and
- Posthumous nominations are ineligible.

### **PROGRAM SPECIFIC ELIGIBILITY AND SELECTION CRITERIA EXCELLENCE IN PROFESSIONAL SERVICE (EIPS)**

#### **Nature of the Program – EIPS**

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

#### **Selection Criteria – EIPS**

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 of this award:

**Within the Position Description** – The candidate must perform superbly in fulfilling the job description for the position held; and

**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 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.

## Eligibility Criteria – EIPS

**Candidate Background** – Candidates must presently be serving in full-time professional service capacities (not necessarily titles) with more than 50 percent 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.

**Length of Service** – Candidates must have completed three years of continuous, full-time professional service in the position for which they are nominated immediately prior to the year of nomination.

**Restrictions** – The chief campus officer for academic, student, or administrative affairs, or persons serving in these capacities, may not be nominated for this award. Therefore, the Chancellor, Vice Chancellors, Campus Presidents, Vice Presidents and Deans of the College of Ceramics at Alfred University and the New York State Colleges of Agriculture and Life Sciences, of Human Ecology, of Industrial and Labor Relations and of Veterinary Medicine at Cornell University are ineligible for nomination.

Please note that for the Community Colleges, individuals serving as heads of divisions (frequently referred to as Deans) may be nominated predicated on their fulfilling the eligibility and selection criteria. However, for this sector the title “Dean of Instruction” frequently refers to the individual who serves as the head campus academic officer. Where this is the case, the individual may not be nominated.

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).

## FORMAT OF NOMINATION FILE

1. **Nomination Form as the first page of the file.**
2. **Current and detailed curriculum vitae.**
3. **Candidate’s current Position Description**
4. **Supporting statements:** Letters of recommendation from the nominee’s supervisors, colleagues, and constituents served, if appropriate. Letters should address the nominee’s most outstanding qualifications and specific major achievements and include reference to the criteria for these awards. No more than 15 statements may be submitted.
5. **Summary Presentation:** The file must include, in **ESSAY FORMAT (not letter format, not written in the first person, not signed)**, a summary, **limited to a maximum of 5 pages**, which gives the candidate’s most outstanding qualifications and major achievements and addresses *specifically* how the candidate *excels* in each of the award’s selection criteria. In addition to being included in the nomination file, the Summary Presentation must be submitted electronically as a WORD document attachment to Regina Funaro (regina.funaro@stonybrook.edu). **IMPORTANT:** After the campus selection committee makes its recommendations to the President, **ONLY THE SUMMARY PRESENTATION** will be submitted to Albany to make the case for the nominee. **Albany does not see the nomination file.**

### DEADLINES:

#### September 18, 2008:

The **Nomination Form only** must be received by email **no later than September 18, 2008**. Complete the form at <http://www.sunysb.edu/provost/form/nominate2008.html> and click on submit.

#### November 6, 2008:

One copy of the **completed nomination file** must be received by the selection committee **no later than November 6, 2008**.

**Send to: Selection Committee  
Excellence in Faculty Service Committee  
Administration Building, Room 407  
Z-1401**

**\*No nomination files will be accepted after the November 6, 2008 deadline\***