

## **Chancellor's/President's Award for Excellence in Teaching**

### **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 TEACHING (EIT)**

#### **Nature of the Program – EIT**

The Chancellor's Award for Excellence in Teaching recognizes consistently superior teaching at the graduate, undergraduate, or professional level in keeping with the State University's commitment to providing its students with instruction of the highest quality.

#### **Selection Criteria – EIT**

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. The following criteria are to be used in selecting nominees for this Award:

**Teaching Techniques and Representative Materials** – 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 (in the form of student questionnaires administered and compiled by persons other than the nominee) presented for several different courses over a period of several recent years may provide a clear idea of the nominee's impact on students.

**Scholarship and Professional Growth** – Candidates must be teacher/scholars who keep abreast of their own field and who use the relevant contemporary data from that field and related disciplines in their teaching. Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.

**Student Services** – 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. The focus here is the accessibility of the nominee to students outside of class; e.g. office hours, conferences, special meetings, and the nominee's responsibility in terms of student advisement.

**Academic Standards and Requirements, and Evaluation of Student Performance** – 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. This individual interaction is an important source of information that indicates the nature and level of instruction offered by the nominee. 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.

### **Eligibility Criteria - EIT**

**Academic Background** – Candidates must be full-time teaching tenured or tenure-track faculty, who currently and regularly carry a full-time teaching load as defined by the campus for full-time teaching. (The definition of a full teaching load varies from campus to campus, but each campus should be satisfied that there can be no question that its nominee meets this criterion. Teachers of studio courses or other specialized courses in which credit hours are normally low are to be considered in terms of the full-time load normally expected for the discipline.)

The significance of having the campus define “full-time” teaching is particularly relevant in the case of Department chairs. Campuses frequently provide course reductions for faculty serving in such capacities. If the reduction is applied uniformly, then this reduced load becomes —full-time□ for that particular position. Individuals serving in this capacity may be nominated for the award contingent upon their carrying the campus-defined, full-time teaching load for persons performing such administrative responsibilities, (e.g., if a campus defines 15 hours as a full-time teaching load for full-time faculty, and 12 hours as a full-time teaching load for department chairs, then an individual serving as a department chair and teaching the 12 hours and meeting the other eligibility requirements would be eligible for nomination). One caveat: teaching requirements must constitute more than 50 percent of the

position's responsibility. Otherwise, the individual should be considered for the Excellence in Professional Service Award.

**Academic Rank** – Candidates may hold any full-time academic rank (as defined in SUNY Board of Trustees policies: individuals holding the title of professor, associate professor, assistant professor, instructor or assistant instructor).

**Length of Service** – Candidates must have completed three consecutive academic years of full-time teaching on the nominating campus immediately prior to year of nomination.

**Restrictions** – Individuals holding qualified academic appointments (as defined in SUNY Board of Trustees policies: individuals holding the title of lecturer or titles of academic rank preceded by the designation —visiting□ or other similar designations) may not be nominated.

#### **FORMAT OF NOMINATION FILE:**

**The nomination file should be assembled in the following order (*do not include videos, books, articles, or other publications*):**

1. **Nomination Form** as the first page of the file.
2. **Nominator's letter.**
3. **Chairperson's letter.**
4. **Current and detailed curriculum vitae.**
5. **List of courses taught in chronological order indicating level.**
6. **Letters from peers:** not more than 5 (both on and off campus).
7. **Letters from students,** former or current—no more than 5.
8. **Evidence of grading or evaluatory policy of candidate.**
9. **Course evaluations:** statistical summaries of evaluations presented for several different courses, covering at least 3 years (but no more than 10), accompanied by a typed representative sample of student comments from the original evaluations.
10. **Statement of educational philosophy prepared by the candidate.**
11. **Description of educational efforts,** such as innovative devices, curriculum, syllabi, etc.
12. **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\***