



Chancellor's Award For Excellence In Faculty Service Policies and Procedures Academic Year 2019-2020

Important:

Please read the guidelines carefully to make sure your nominee meets all eligibility requirements before preparing a file.

Deadlines:

1. The **nomination form only** must be submitted electronically **no later than Thursday, October 10, 2019**.
Note to Students: If you submit a nomination form, it will then be necessary to coordinate with the nominee's department in order to prepare the nomination file.
2. The **completed nomination file** must be received in the Provost's Office **no later than Thursday, November 14, 2019**.
3. Any files received by the Provost's Office either in person or by mail **after the November 14, 2019** deadline **will not be accepted**.

Each award has program-specific eligibility criteria; nonetheless, there are eligibility criteria common to all:

- Regardless of program, **nominees must have completed three academic years of full-time appointment out of the five years just prior to the year of nomination and must be resident on campus when nominated.**
- Individuals serving in **part-time, or any qualified academic rank, such as adjunct, clinical, or visiting capacities** – irrespective of length of their service or amount of their involvement – **are ineligible** for these programs. **The only exception are Clinical Health Science Centers (HSC) faculty, who are eligible for the nomination in the Teaching category.**

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 any of the categories;**
- Recipients of an Excellence Award may not be nominated for another Excellence Award within a five-year interval;
- Recipients of an Excellence Award may not be re-nominated for an award in the same category;
- 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;
- The chief campus officer for academic, student, or administrative affairs, or persons serving in these capacities, may not be nominated for an Excellence Award. **Other exclusions include the following as well as other comparable titles:** Direct reports to the President or Chancellor, Vice Chancellors and above, Vice Presidents and above, Vice Provosts and above, Senior Counsels and above, and the 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;
- Individuals should not be nominated in the same season for promotion to Distinguished Faculty rank and an Excellence Award in the same category (e.g., an individual should not be nominated for a Distinguished Teaching Professorship and an Excellence in Teaching award); and
- Posthumous nominations are ineligible.

PROGRAM SPECIFIC ELIGIBILITY FOR EXCELLENCE IN FACULTY SERVICE (EIFS)

Nature of the Program – EIFS

The Chancellor's Award for Excellence in Faculty Service recognizes the consistently superior service contributions of **teaching faculty**. This service must be sustained over multiple years and may occur in a variety of venues.

Criteria for Selection – EIFS

- To be nominated, a faculty member must demonstrate consistently superior service. Eligible service contributions may occur in a variety of areas including service to the campus, the State University, the local community or contributions at the regional, state-wide, national or international levels. Eligible activities may encompass a combination of service contributions to discipline or disciplinary and professional organizations and societies; and to leadership in local or system-wide faculty governance.
- The nature of the service **must exceed** the work generally considered to be part of a candidate's basic professional obligation (professional committees, etc.) and **must include service that exceeds that for which faculty are normally compensated**. There must be positive evidence of outstanding achievement and skill in providing leadership, outreach, or other University and/or community service or extraordinary service and leadership in the nominee's professional organization.
- The scope of the service must extend over multiple years, must be geared toward effecting positive change and must involve the generous giving of personal time in service to areas previously described.
- **Candidates for this award must be full-time teaching/instructional faculty who meet, and preferably exceed, the selection criteria, and who also demonstrate initiative and creativity in exceeding these standards.**

Eligibility – EIFS

1. **Academic Background** – Candidates must be full-time teaching faculty for the academic year in which the award is to be given 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.)**
2. **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). **The nomination portfolio should clearly indicate that the Department Chair is carrying a campus-defined full-time teaching load as defined for Department Chairs. One caveat: except for Department Chairs, 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. Please remember that Department Chairs are always considered faculty first, and it is the intent that the Professional Service category be reserved for staff.**
3. **Academic Rank** – Nominees for the award may hold any academic rank (as defined in SUNY Board of Trustees policies: individuals holding the title of professor, associate professor, assistant professor, instructor or assistant instructor).¹
4. **Length of Service** – Nominees must have completed at least three academic years of full-time service out of the five years on the home campus immediately prior to the year of nomination.
5. **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.²

¹ *The State University of New York Policies of the Board of Trustees – 2009 – Article II §1 (j).*

² *The State University of New York Policies of the Board of Trustees – 2009 Article II § 1 (k)*

(See the instructions for preparing the nomination file on next page)
FORMAT OF EXCELLENCE IN FACULTY SERVICE NOMINATION FILE

1. **Nominator's letter.**
2. **Current and detailed curriculum vitae.**
3. **Supporting Statements:** Letters of recommendation from the nominee's supervisors/chairperson and colleagues, and constituents, if appropriate. Statements should address the nominee's most outstanding qualifications and specific major achievements, with reference to the criteria for these awards. No more than 15 statements may be submitted. Letters emailed or faxed to the nominator are acceptable.
4. **Summary Presentation:** The **file must** include, in **ESSAY FORMAT** (**not** letter format, **not** written in the first person, **not** addressed to the committee, **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 **EMAILED** as a **WORD document attachment** to Maureen Wozniak (Maureen.Wozniak@stonybrook.edu).
 - **Important:** After the campus selection committee makes its recommendations to the President, **only the summary presentation and CV** will be submitted to SUNY to make the case for the nominee. SUNY does not see the nomination file.

Send or bring completed nomination file to:

**Maureen Wozniak
Provost's Office
Administration Building, Room 407
Zip 1401**

****No nomination files will be accepted after the Thursday, November 14, 2019 deadline.**