



Chancellor's Award for Excellence in Scholarship and Creative Activities 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 SCHOLARSHIP AND CREATIVE ACTIVITIES (EISCA)

Nature of the Program – EISCA

The Chancellor's Award for Excellence in Scholarship and Creative Activities supports the pursuits foundational to sustaining the intellectual growth of SUNY institutions by recognizing consistently outstanding scholarly and creative productivity, **conducted in addition to teaching, by SUNY's instructional faculty.**

Selection Criteria – EISCA

Evidence of sound scholarship (traditionally research and publication in the sciences, social sciences, and humanities) and creative productivity (in fields where scholarship takes the form of artistic production, performance, composition, etc.) can be demonstrated through a variety of avenues, including grants, release time, honors, etc. The selection criteria for this award shall include a reasonable combination of, but not be restricted to, those appearing below.

Nominees should be individuals who have:

- **For Scholarship (research in the sciences, social sciences, and humanities)** – An excellent, sustained record of research publications in peer-reviewed journals, and/or research monographs, and/or research-oriented texts; or a record of presenting at national and/or international conferences, presentation of papers published in conference proceedings and/or digests, patents awarded, grants secured, and citation of work by individuals or groups other than the nominee's collaborators.
- **For Creative Productivity (generally the fine or performing arts or those fields where creative productivity constitutes scholarship e.g., culinary arts, etc.)** – A record of excellence in creative activity appropriate for the specific field or discipline, such as exhibitions, shows, performances, productions, and stage work; or a record demonstrating evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim.

Eligibility Criteria – EISCA

1. **Academic Background** – Candidates must be full-time teaching, tenured or tenure-track 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.
2. **(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.)**
3. **Academic Rank** – Candidates 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, or clinical professor).¹
4. **Length of Service** – Candidates must have completed at least three academic years of full-time service out of the five years (the program intent is on instruction/research) 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

(See the instructions for preparing the nomination file on next page)

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)*

FORMAT OF EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES 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.**