

Guidelines for Preparing a 2012 Chancellor's Award For Excellence in Faculty Service Nomination Portfolio

The following guidelines are in addition to the eligibility guidelines from SUNY System Administration (available on the CELT website here: <http://www.brockport.edu/celt/chancellors.html>).

Please note:

- Self-nominations cannot be accepted.
- Please **do not** submit full articles, books, or videotapes, etc. by the nominee. They will not be reviewed. Include summary documents rather than individual items whenever possible. **The entire nomination portfolio should fit in one three inch three ring binder maximum.** Binders larger than this will be returned to the nominator.
- **The entire portfolio must be submitted by Monday, November 14, 2011** to CELT, 100b Edwards Hall. The portfolio will then be reviewed by the campus committee, Provost, and President. **The campus is allowed to submit only one nomination package.** Nominators or nominees will be notified after the campus review process has been completed no later than February 17, 2012.

Items to be included in the nomination portfolio with suggested deadlines include:

1. **Brief cover letter or memo from the nominator(s)** indicating if the campus committee decision letter for an unsuccessful nomination should be addressed to the nominator(s) or nominee. (Successful nomination letters are sent to the nominee with a copy sent to the nominator(s).) Please note: the nominator(s) should NOT consist of all members of the nominee's APT committee. Nominators typically are one or two members of the nominee's department.
2. **Summary Presentation** – maximum of five single spaced pages. This provides the rationale for the campus's nomination of a candidate and sets forth candidate merit for selection. It is the only documentation available to those involved in the System-level review to explain the campus' rationale for nominating the candidate for this honor. **It must address how the candidate excels in each criterion for selection for the award** to which the candidate is nominated, the candidate's most outstanding qualifications and major achievements attained. The quality of the evidence provided is critical to

recommendation. Although excerpts from the recommendations can and should be included, the Summary Presentation must be more than a testimonial. There must be specific, concrete examples of how the nominee fulfills each criterion.

The Summary Presentation should be written by the nominator(s) and not by the nominee (or in the first person) because this undermines the impartiality and objectivity required of the nomination process.

3. **Vita** – an up-to-date and moderately detailed vita containing information on the nominee’s career must be included in the nomination portfolio. **Included must be the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank.** It should also include areas of specialization, research activities, professional and scholarly publications, honors and campus and State University service.
4. **Short (1 page or less) letters of support from:**
 - a. the Department APT Committee **(should receive portfolio by 10/3/11)**
 - b. the Department Chair **(should receive portfolio by 10/17/11)**
 - c. the School Dean **(should receive portfolio by 10/31/11)**
5. At least **five additional letters of support** from the campus community or external constituents that address how the candidate meets the award criteria.
6. **Additional supporting materials** should be organized in the portfolio in the following manner:
 - a. Departmental, school, college, local, regional, state, regional, national, and international service should be grouped together in separate sections.
 - b. For each example of service include: the nominee’s role, time commitment, as well as the duration. The impact/outreach/outcomes of the example should be clearly stated.
 - c. For each section, a short (1 page or less) statement summarizing and reflecting on the nominee’s service in that category is recommended.
 - d. It is not required (or expected) that every portfolio have supporting documents for every level of service.**

Successful nominations forwarded to SUNY System Administration will have the “Checklist Coversheet”, “Transmittal Letter”, and “Nomination Procedures” (mentioned in the SUNY guidelines) prepared by CELT and signed by the President.

If you would like to look at a successful portfolios from years past stop by the CELT office in 100b Edwards Hall. If you have questions please contact Chris Price, CELT Director at 395-5025 or cprice@brockport.edu.