

Guidelines for Preparing a 2012 Chancellor's Award For Excellence in Professional 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.
- Nominations are sought to recognize non-classified professional employees who have exhibited **extraordinary achievement**. Full-time professionals including staff in UUP, the Research Foundation, M/C (excluding the President and Vice-Presidents), and BASC are eligible if they have completed at least three years of continuous full-time service in the position for which they are nominated.
- 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 be reviewed by the campus committee, Vice-President of the nominee's division, and President. **The campus is allowed to submit only one nomination to SUNY.** 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 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).)
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. **The most recent performance program for the nominee** (for employees without a performance program, provide the job description for this position that lists all duties and responsibilities.)
5. **The most recent job performance evaluation for the nominee**
6. Up to **5 letters of support** including:
 - a. one letter of support from the nominee’s immediate supervisor
 - b. at least one letter of support from colleagues or students outside the nominee’s department.
7. **Additional supporting materials**
 - a. Organize the remainder of the portfolio using the following categories (where relevant):
 - i. **Staffing Management** (ability to effectively assign tasks and roles to staff under supervision – 1:many)
 - ii. **Staff Supervision** (ability to effectively supervise and mentor staff – 1:1)
 - iii. **Budgeting/Resource Management**
 - iv. **New Programming**
 - v. **Developing and Implementing Procedures**
 - vi. **Developing and Offering Services**
 - vii. **Interacting and Partnering with Students**
 - viii. **Interacting and Partnering with Colleagues on Campus**
 - ix. **Interacting and Partnering with External Constituents**
 - x. **Participation on College and Other Committees**
 - xi. **Professional Development**
 - b. For each of these categories list the:
 - i. **Inputs** (how the nominee has been creative or innovative, solved problems, made good decisions, or provided leadership in this category)
 - ii. **Outputs** (the nominee’s achievements, results, impact, innovations, or added value in this category)
 - c. A short (1 page or less) statement summarizing and reflecting on the nominee’s achievements in each category is recommended.
 - d. **It is not required (or expected) that every nomination portfolio will address every category.**

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.