

# **Guidelines for Chancellor's Awards for Excellence in the Classified Service**

## **2011-2012**

### **Purpose of Program**

The Chancellor's Awards for Excellence in the Classified Service are system-level awards established by the University to give systemwide recognition for superior performance and extraordinary achievement by employees in the Classified Service. These awards demonstrate the University's commitment to individuals who provide superior service to its students and the community at large.

### **Recognition**

Employees selected for the awards receive a personal certificate of recognition and a Chancellor's Excellence Medallion. In addition, campuses are encouraged to announce and publish the awards, as is customary with other awards programs.

### **Campus Participation and Number of Nominations**

All SUNY campuses may nominate Classified Service employees for this award. University Centers and Medical Centers may nominate up to three (3) employees per year for the award. University colleges, technology colleges, specialized colleges, and community colleges may nominate one (1) employee per year for the award.

### **Eligibility**

All nominees must have completed at least three (3) years of continuous, full-time permanent service in the Classified Service position for which they are nominated. Prior recipients of a Chancellor's Award for Excellence in the Classified Service are ineligible for consideration. Posthumous nominations are also ineligible.

### **Criteria for Selection**

1. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill, and commitment to excellence in fulfilling the job description for the position held.
2. The nominee must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, patients, and other members of the campus community.

### **Selection Process**

A Selection Committee for the Chancellor's Award for Excellence in the Classified Service shall be appointed by the president or the president's designee. The Selection Committee must include classified staff. The other members of the Committee will be such other representatives of the campus community as the president or president's designee sees fit. The Selection Committee will be responsible for receiving nominations and reviewing the applications and documentation. The Selection Committee will submit its recommendation(s) to the campus president.

Nominations may be submitted by a supervisor, coworker, or other member of the campus community. Nominations must be submitted on the attached nomination form. Nominations will be reviewed by the campus' Service Awards/Recognition Committee, and a recommendation will be submitted to each campus president. The president will officially select the award recipient(s) and will forward the recipient's information to System Administration as follows:

For State-operated campuses, please forward your recipient's information to:

Valerie J. Ayers  
Assistant Director of Employee Relations  
SUNY System Administration  
SUNY Plaza S-401  
Albany, NY 12246

For Community Colleges, please forward your recipient's information to:

Johanna Ducan-Poitier  
Vice Chancellor for Community Colleges  
SUNY System Administration  
SUNY Plaza-7<sup>th</sup> floor  
Albany, NY 12246

### **Deadline**

Each campus must submit to System Administration its selection for the recipient(s) of the Chancellor's Award for Excellence in the Classified Service no later than **Tuesday, February 21, 2012.**

### **Notification**

System Administration will announce the Award recipients in late April. Formal notification will be made by letter from the Chancellor to the recipient with a copy to the campus president. The recipient's letter, certificate, and medallion will be mailed to the campus president for presentation to the recipient in the manner in which the president chooses.

**NOMINATION FORM  
CHANCELLOR'S AWARD FOR EXCELLENCE IN  
CLASSIFIED SERVICE**

Please type or print:

**NOMINEE**

<b>NAME</b>
<b>TITLE</b>
<b>DEPARTMENT</b>
<b>BUSINESS PHONE NUMBER</b>

**SUBMITTED BY**

<b>NAME</b>
<b>TITLE</b>
<b>DEPARTMENT</b>
<b>BUSINESS PHONE NUMBER</b>

**I. Please attach a narrative statement (less than 500 words) in support of this nominee.**

**II. List up to five examples that best demonstrate how the nominee excels in his/her present position:**

1.
2.
3.
4.
5.

**III. List up to five examples that show how this nominee demonstrates flexibility/creativity on campus.**

1.
2.
3.
4.
5.

**IV. List up to five examples supporting how this nominee demonstrates exemplary customer service.**

1.
2.
3.
4.
5.