Guidelines for Preparing a 2020-21 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 at: [http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/](http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/)

While the SUNY guidelines for this particular award are excerpted in this document, the full SUNY guidelines should also be consulted when compiling a portfolio. A hard copy of the entire portfolio must be submitted to CELT, 100b Edwards Hall by Monday, November 9, 2020. The portfolio will be reviewed by the campus committee, Provost, and President. Nominators or nominees will be notified after the campus review process has been completed no later than February 19, 2021. If you have questions or would like to discuss how to put together a portfolio, please contact CELT at 395-5088 or celt@brockport.edu.

Please complete and include this checklist with your portfolio

☐ This is not a self-nomination.

☐ The nominee has completed at least three academic years of full-time service out of the five years at Brockport immediately prior to the academic year of nomination.

☐ The nominee holds a full-time teaching load with the title of professor, associate professor, assistant professor, instructor, or assistant instructor. The nominee may also be a full-time Clinical faculty member or a full-time non-tenure track faculty member. (Individuals serving in a part-time capacity or holding a title of academic rank preceded by “visiting” or a similar designation are ineligible).

☐ The nomination portfolio fits in one three inch three ring binder maximum and does not include full articles, books, DVDs, etc.

☐ The nominee and/or nominator(s) have looked at successful portfolios from years past available in the CELT office in 100b Edwards Hall. (Call 395-5088 before visiting CELT to make sure someone is in the office.)
Items to be included in the nomination portfolio with suggested deadlines include:

1. **Table of contents with page numbers**

2. **Nomination portfolio checklist (included on first page of this document)**

3. **Brief cover letter or memo from the nominator(s)** indicating who she/he/they are and specifying whether correspondence about the nomination should be addressed to the nominator(s) or nominee. 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.

4. **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 (listed below in the SUNY Guidelines)** 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.

5. **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.

6. **Short (1 page or less) letters of support from:**
   a. the Department APT Committee (**should receive portfolio by 9/28/20**)
   b. the Department Chair (**should receive portfolio by 10/12/20**)
   c. the School Dean (**should receive portfolio by 10/26/20**)

7. At least **five (but no more than 10) additional letters of support** from the campus community or external constituents that address how the candidate meets the award criteria.

8. **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.**

**SUNY Guidelines**

To be used primarily to draft the “Summary Presentation” document but also to inform the support letters and additional supporting materials.

**Nature of the Program**

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.

**Selection Criteria**

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.