Guidelines for Preparing a 2020-2021 Chancellor’s Award For Excellence Librarianship 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. 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 19, 2020. 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 is not on sabbatical or other leave during this academic year.

☐ The nominee holds a full-time appointment as a faculty librarian and possesses a Master of Library Science (MLS) or equivalent (e.g., MLIS).

☐ 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 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. **Letters of support** from:
   a. the Director of the Library *(should receive portfolio by 10/12/20)*
   b. the Associate Provost for Library, Information, & Technology Services *(should receive portfolio by 10/26/20)*
   c. at least five (but no more than ten) others from the campus community or external constituents that address how the candidate meets the award
criteria (at least one letter should be from a staff or faculty member outside of the library.)

**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 Librarianship recognizes consistently superior professional achievement in the field of librarianship.

**Selection Criteria**

Nominees for the award must have demonstrated extraordinary performance in the following areas:

Skill in Librarianship – There must be positive evidence that the candidate performs superbly in fulfilling his or her librarianship duties. Consideration should be given to the candidate's ability to perform this function in a creative and innovative fashion that is of outstanding quality.

Service to the University and to the Profession – In providing librarianship services, the candidate must be generous with personal time and easily accessible. The individual must be flexible and adapt readily to the needs of the library, the institution and the constituents served.

Scholarship and Continuing Professional Growth – The candidate must keep abreast of developments in the field and use relevant contemporary data in relation to that person’s work situation. Evidence in this category should include references to publications, membership and work in professional organizations, attendance at meetings, seminars, etc.