Guidelines for Preparing a 2020-21 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 at: 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, Vice-President of the nominee’s division, 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 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 leave during this academic year.

- The nominee is a full-time professional staff member represented by UUP or who works for the Research Foundation, M/C (excluding the President, Vice-Presidents, and Vice-Provost), or BASC. The nominee does not directly report to the President.

- 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.

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. **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)

7. **The most recent job performance evaluation for the nominee**

8. 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.

9. **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.  

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 Professional Service recognizes consistently superior professional achievement within and beyond the position.  

Selection Criteria  
Nominees for the award must be individuals who have repeatedly sought improvement of themselves, their campuses and ultimately the State University and, in doing so, have transcended the normal definitions of excellence. At all position levels, nominees shall be those individuals who can serve as professional role models for a University system in the pursuit of excellence. The following criteria shall be used in selecting persons for nomination of this award:  

Within the Position Description – The candidate must perform superbly in fulfilling the job description for the position held; and  

Beyond the Position Description – The candidate should also demonstrate excellence in professional activities beyond the parameters of the job description. The ideal candidate will satisfy the standards in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision-making and problem-solving. Evidence in this category includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, and committee activities.