Guidelines For Preparing a 2020-21 Chancellor’s Award For Excellence In Scholarship/Creative Activity 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, 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 in this order 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 two (but no more than ten) letters of support from external peer evaluators who are impartial referees from the nominee’s discipline that are referenced in the five-page summary presentation (as required by the SUNY guidelines).

8. Additional supporting materials should be organized in the portfolio in the following sections. A short (1 page or less) introductory statement summarizing and reflecting on each lettered (a-e) section (where appropriate) is recommended. These statements should explain why the quantity and quality of the nominee’s scholarship/creative activity is exemplary for her/his discipline.
   a. Quantity of scholarship/creative activity summarized including:
      i. Total number of products
      ii. Average # of products produced each year
      iii. Total number of books
      iv. Total number of monographs
      v. Total number of peer reviewed articles
      vi. Total number of book chapters
      vii. Total number of other publications
      viii. Total number of paper presentations
      ix. Total number of invited presentations
x. Accepted grant proposals  
xi. Total dollar amount for grants  
xii. Artistic exhibitions/productions

b. **Individual contribution to scholarship/creative activity** summarized including:
   i. Average number of authors for publications  
   ii. Total number of publications as sole author  
   iii. Total number of grants as principle investigator  
   iv. Total number of solo exhibitions/productions

c. **Impact/outcomes of scholarship/creative activity** including:
   i. Total number of citations of scholarship/creative activity  
   ii. The title page and abstract of 5-10 products that best represent the nominee’s scholarship/creative activity

d. Evidence of **potential for future excellence in scholarship/creative activity**
e. Evidence of **connections between scholarship/creative activity and other professional commitments** (teaching/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 Scholarship and Creative Activities supports the pursuits foundational to sustaining the intellectual growth of SUNY institutions by recognizing consistently outstanding scholarly and creative productivity, conducted in addition to teaching, by SUNY’s instructional faculty.

**Selection Criteria**

Evidence of sound scholarship (traditionally research and publication in the sciences and humanities) and creative productivity (in fields where scholarship takes the form of artistic production, performance, composition, etc.) can be demonstrated through a variety of avenues, including grants, release time, honors, etc. The selection criteria for this award shall include a reasonable combination of, but not be restricted to, those appearing below. Nominees should be individuals who have:

For Scholarship (research in the sciences, social sciences, and humanities) – An excellent, sustained record of research publications in peer-reviewed journals, and/or research monographs, and/or research-oriented texts; or a record of presenting at national and/or international conferences, presentation of papers published in conference proceedings and/or digests, patents awarded, grants secured, and citation of work by individuals or groups other than the nominee’s collaborators.

For Creative Productivity (generally the fine or performing arts or those fields where creative productivity constitutes scholarship e.g., culinary arts, etc.) – A record of excellence in creative activity appropriate for the specific field or discipline, such as exhibitions, shows, performances, productions, and stage work; or a record demonstrating evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim.