NOMINATION PROCEDURES

CHANCELLOR'S AWARDS FOR EXCELLENCE and DISTINGUISHED SERVICE PROFESSORSHIPS

2008 - 2009 Series

Nominations are being sought for the above-mentioned programs from now until November 1, 2008.

1. To nominate a faculty member or colleague, complete the attached nomination form and return it to Kathryn Perry, Human Resources, by November 1, 2008. This may be done by email to perryka@potsdam.edu

2. All nominees for the Chancellor's Awards for Excellence will be asked for the names of five people from whom they would like letters of reference requested. Kathryn Perry will then request these letters of reference for all nominees. The deadline for receipt of these reference letters will be December 19, 2008. It will be the responsibility of the nominators to work with the Human Resources Office to make sure that all nominee folders are complete prior to Committee review.

3. All nominees will be required to submit a current curriculum vita.

4. For those nominated for the Chancellor's Award for Excellence in Teaching or the Distinguished Teaching Professorship, course evaluations will be required in addition to the letters of reference and a detailed curriculum vita. The course evaluations should be for at least two (2) but no more than four (4) courses taught over the last two academic years. It would be helpful to the Committee if one of the reference letters was from a student since these are teaching categories.

5. The Committee on Academic Awards will meet to review all nominations in early January and will make its recommendations for each award category to the President.

6. Once the final decision has been made as to which nominations will be sent to Albany in each award category, the initial nominators of these candidates will be asked to prepare a summary presentation (maximum of 5 pages) addressing how the candidate excels in each of the selection criteria for his/her award category.

7. The receipt deadline in Albany is early February.
ACADEMIC STANDARDS AND EVALUATION OF REQUIREMENTS AND STUDENTS PERFORMANCE

Awards for Excellence in Librarianship

Chancellor's Awards for Excellence in Librarianship

Nominations for the award must be drawn from individuals presently serving in full-time professional service (not classified) capacities with more than 50 percent of the assignment in non-teaching services. Specific categories included for this award are academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies, and the individual who is the director of the campus libraries. Persons nominated must have completed at least three years of continuous full-time professional service in the position for which nominated and have received a President’s Award for Excellence. The following are the selection criteria for nomination for the award:

- **Skill in Librarianship**: Service to the University and to the profession
- **Scholarship and Continuing Professional Growth**: Scholarship and continuing professional growth

Chancellor's Awards for Excellence in Faculty Service

Nominations for the award must be full-time tenured or tenure-track faculty with at least three years of service prior to nomination. The award was established to recognize the sustained service contributions of the faculty to the campus, the University, the community, disciplinary and professional organizations or to faculty governance. The nature of the service must exceed the work generally considered to be part of a candidate’s basic professional obligation and must include service that exceeds that for which faculty are normally compensated. The scope of the service must extend over multiple years, must be geared toward affecting positive change, and must involve the generous giving of personal time in service to areas previously described.

Chancellor's Awards for Excellence in Teaching

Nominees may be of any academic rank and must have completed at least three academic years of full-time teaching on the recommending campus prior to the year of nomination. Department chairs may be nominated for the award contingent upon the individual's carrying the campus-defined full-time teaching load for persons performing such administrative responsibilities. The primary criterion for the Chancellor's Award for Excellence in Teaching is skill in teaching, although consideration is given to sound scholarship (usually demonstrated through publications or artistic productions) and service to the University and to the campus. Nominees must have received a President’s Award for Excellence. In the selection of persons to be nominated for these awards, the following criteria are to be used:

- **Teaching Techniques and Representative Materials**: Teaching techniques and representative materials
- **Scholarship and Professional Growth**: Scholarship and professional growth
- **Academic Standards and Evaluation of Requirements and Students Performance**: Academic standards and evaluation of requirements and students performance

Chancellor's Award for Excellence in Scholarship and Creative Activities

Candidates for the award must be full-time, tenured or tenure-track faculty and have evidence of such scholarship and creative productivity that 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 for the award should be individuals who have:

**For Scholarship**: An excellent, sustained record of research publications in peer-reviewed journals, and/or research monographs, and/or research-oriented tests. Also, show evidence of participation in 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.

**OR**

**For Creative Activities**: Show evidence of excellence in any other type of creative or scholarly activity appropriate for the specific unit or discipline, such as exhibitions, shows performances, productions, and stage work. Also show evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim.

Nominees for the above awards must have received a President’s Award for Excellence prior to this nomination. The exception is the category of Excellence in Librarianship.

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Distinguished Service Professorships

Candidate for the Distinguished Service Professor must have held the rank of full professor for five years and completed at least ten years of full-time service in State University of New York. A candidate for Distinguished Service Professor must demonstrate substantial distinguished service both:

- At the local level and/or local community or regional level; and
- At the statewide and/or nationwide and/or international level.

Distinguished service must exceed the work generally considered to be part of a candidate's basic professional work and should include service that exceeds that for which professors are normally compensated.

Distinguished Teaching Professorships

Candidates for a Distinguished Teaching Professorship must have attained the rank of Full Professor and must have completed at least three years of full-time teaching on the campus that recommends the appointment and ten years of full-time teaching within the System. The primary criterion for appointment is skill in teaching. Consideration shall also be given to mastery of subject matter, sound scholarship, service to the University and the broader community, and to continuing growth. The following criteria are to be used in the selection of persons to be nominated for the distinguished Teaching Professorship: teaching techniques and representative materials; scholarship and professional growth; student services; academic standards and requirements and evaluation of students.
All individuals for a Chancellor’s Award must be active on the college payroll.