Awarding Excellence and Outstanding Service

The Awards Committee of the Professional Staff Senate is pleased to announce this year’s call for nominations for three awards:

* The **Chancellor’s Award for** **Excellence in Professional Service** provides SUNY-wide recognition for superlative performance and outstanding achievement by professional service staff.
* The **Outstanding Service Award** recognizes services to the university and the community of noteworthy scope and depth.
* The **Outstanding Service to the Professional Staff Senate Award** recognizes outstanding service by an individual or group to the Professional Staff Senate.

For information, email PSS Awards Committee Chair William McDonnell at [mcdonnel@buffalo.edu](mailto:mcdonnel@buffalo.edu) and Vice Chair Christa Greenberg at [cmgreen@buffalo.edu](mailto:cmgreen@buffalo.edu).

Award recipients will be recognized at the PSS Awards Event in the spring of 2020.

Professional Staff Senate

543 Capen Hall

North Campus

PROFESSIONAL STAFF AWARDS PROGRAM 2019-2020

**CHANCELLOR’S AWARD FOR EXCELLENCE IN PROFESSIONAL SERVICE**

This award recognizes individuals who have repeatedly sought improvement of themselves, their campuses and, ultimately, the State University of New York and, in so doing, have transcended the normal definitions of excellence. Eligible individuals are currently serving in professional service capacities, have completed at least three years of continuous full-time service in the position for which they are nominated, and are in a position with more than 50 percent of their assignment in non-teaching services. Note: Individuals holding qualified academic appointments or serving in part-time positions are not eligible. Any member of the university community may submit a nomination. The nomination must include the following:

* The Nomination Form;
* The nominator’s summary letter of support;
* The nominee’s current curriculum vitae;
* The nominee’s current detailed position description or signed performance program; and
* A maximum of five letters of support with one each from a current or past direct supervisor, a colleague and a constituent

**Completed nominations must be submitted to the Professional Staff Senate Office, 543 Capen Hall no later than 4:00 p.m. on Wednesday, January 8, 2020.**

**OUTSTANDING SERVICE AWARD**

This award recognizes professional excellence and outstanding service of noteworthy scope and depth which is beyond that encompassed by the job description. The service must focus on the betterment of the community as a whole, but may be associated with university initiatives. The service may include religious, charitable, scientific, educational, artistic, literary or civil involvements that enhance the quality of life. Eligible individuals are current full-time professional staff employees who have completed at least two years of continuous full-time professional staff service by January 2020. Note: Previous winners are ineligible for five years after receiving the award. Any member of the university community may submit a nomination. The nomination must include the following:

* The Nomination Form;
* The nominee’s current curriculum vitae;
* The nominee’s current detailed position description or signed performance program;
* A maximum of five letters of support, with one letter describing professional excellence and no more than four letters describing service (Note: Two letters must be from external community members); and
* The nominator’s summary letter of support

**Completed nominations must be submitted to the Professional Staff Senate Office, 543 Capen Hall no later than 4:00 p.m. on Wednesday, March 11, 2020.**

**OUTSTANDING SERVICE TO THE PROFESSIONAL STAFF SENATE AWARD**

This award recognizes an individual member of the professional staff or a group of professional staff members who have provided outstanding service to the Professional Staff Senate (PSS) as a member of the Executive Committee or as a member of a standing or ad-hoc committee or task force of PSS. Any current member of the professional staff may submit a nomination. The nomination must include the following:

* The Nomination Form;
* The nominee’s current curriculum vitae;
* The nominee’s current detailed position description or signed performance program (Note: Group nominees are exempt from this requirement);
* A maximum of four letters of support; and
* The nominator’s summary letter of support (three pages maximum)

**Complete nominations must be submitted to the Professional Staff Senate Office, 543 Capen Hall no later than 4:00 p.m. on Wednesday, March 11, 2020.**

**NOMINATION FORMS**

Nomination packets for all three awards are available at [www.pss.buffalo.edu/awards.php](http://www.pss.buffalo.edu/awards.php).