Date: September 2019

To: SUNY Chancellor’s Award Nominator

From: William McDonnell, Chair, and Christa Greenberg, Vice Chair

PSS Awards Committee

Re: **2019/2020 SUNY Chancellor’s Award for Excellence in Professional Service Nomination Packet**

Please follow the steps below to make a nomination for the **2019-20** **SUNY Chancellor’s Award for Excellence in Professional Service**. Please also pay close attention to the Nomination Checklist and note the suggestions included.

Criteria for Selection

Individuals nominated for the SUNY Chancellor’s Award must meet all prescribed eligibility criteria and must fulfill—and preferably surpass—the selection criteria for the award. Eligibility criteria include:

1. The nominee must have completed at least three years of continuous full-time service in the professional service position (state title) for which s/he is nominated.
2. The nominee must be in a position with more than 50% of the assignment in non-teaching services. Note: Individuals holding qualified academic appointments or serving in part-time positions are not eligible.

Successful nominees will be 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. At all position levels, nominees should 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 for the award:

WITHIN THE POSITION DESCRIPTION – The candidate must perform superbly in fulfilling the job description for the position held.

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 would include professional recognitions, initiation of ideas, development of proposals, committee activities, etc.

Additional Eligibility Criteria

Individuals serving in the following positions are not eligible for the Award:

1. Chief campus officer for academic, student or administrative affairs, or persons serving in these capacities
2. Direct reports to the Chancellor or President
3. Vice Chancellors and above, Vice Presidents and above, Vice Provosts and above, Senior Counsels and above
4. Individuals whose appointment is share in any capacity with another campus or SUNY Central

Letters of Support (maximum of five)

The next task in the nomination process is to solicit letters of support for your nominee. Please keep in mind the following points as you select individuals to write letters of support:

1. Choose individuals who are best able to articulate and have specific knowledge of the nominee’s performance, as well as are in the best position to provide letters of support.
2. Begin the process of soliciting letters early enough to ensure that you receive them on time. It is recommended that you solicit more than are needed because deadlines are firm and in case you don’t receive all letters on time.
3. Ensure that the letter writers include at least one current or recent past direct supervisor, colleague and constituent. Notes: Letters should not be limited to these categories. Strong nomination packets typically contain letters from as many sources as possible. The supervisor letter must be written by someone who signs/signed the nominee’s performance program and appraisal.
4. Consider soliciting more letters than you need so you are able to select the best ones for submission.
5. Communicate to the letter writers the importance of taking this task very seriously.
6. Communicate to the letter writers the importance of providing specific examples of how the nominee exemplifies excellence. Be sure that s/he understands that generalizations about the nominee are not helpful.
7. Each letter of support should be addressed to the nominator and signed by the letter writer.

*Please note*: Involving the nominee in the process of selecting letter writers is optional. In addition, the committee values the quality of the letters more than the level of the letter writer’s position.

Nominator’s Summary

The Nominator’s Summary is the single most important part of the nomination packet. It is the only letter that will be forwarded to Albany as our campus’ rationale for nominating the candidate for this honor.

Please keep in mind the following points as you write the Nominator’s Summary:

1. It must specifically address the Award’s selection criteria. It should include specific examples of how the candidate excels in each of the criteria for this award.
2. It should list the candidate’s most outstanding qualifications and major achievements.
3. It should summarize and highlight information from the letters of support.
4. Information from other sources (e.g. letters of support not included in the dossier) may be included.
5. Keep in mind that, while the Nominator’s Summary is limited to amaximum of five pages, successful nominators typically avail themselves of every opportunity to outline in detail the nominee’s qualifications and achievements. Note: Please do not use a font size smaller than 11 or margins smaller than ½ inch.
6. The nominator’s summary should be addressed to the Awards Committee Chair and Vice Chair, and signed by the nominator.

*In summary*, please remember the following:

1) Be sure that your nominee meets all qualifications and criteria.

2) Be sure that all documents are complete.

3) Be sure that that you have followed the guidelines for number and sources of letters.

4) Note that incomplete, late dossiers and addenda will not be accepted. (Don’t let your nomination be disqualified because of a technicality!)

Submitting the Packet

The original nomination packet and twelve (12) **double-sided** copies OR one copy plus an electronic copy in the form of a tabbable PDF on a jump drive must be submitted **by 4:00 PM on Wednesday, January 8, 2020 to:**

**PSS Awards Committee Chair and Vice Chair**

**Professional Staff Senate Office**

**543 Capen Hall**

**North Campus**

For questions or further information, please contact the Awards Committee Chair William McDonnell (mcdonnel@buffalo.edu) and Vice Chair Christa Greenberg (cmgreen@buffalo.edu).

**SUNY CHANCELLOR’S AWARD FOR EXCELLENCE IN**

**PROFESSIONAL SERVICE NOMINATION CHECKLIST**

Nominee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Title (State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Appointment for/Promotion to Current Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_ Updated detailed position description or signed Performance Program
2. \_\_\_\_\_ Current Curriculum Vita
3. \_\_\_\_\_ Letters of Support (addressed to Nominator)

(Maximum of five with at least one from each of the following categories. Note: Letters should not be limited to these categories. Strong nomination packets typically contain letters from as many sources as possible.)

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| --- | --- | --- | --- |
| **NAME** | **SUPERVISOR** | **COLLEAGUE** | **CONSTITUENT** |
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1. \_\_\_\_\_ Nominator’s Summary (addressed to “PSS Awards Committee Chair and Vice

Chair”)

(This summary may contain evidence not included elsewhere. Note: The nominator’s letter cannot count as a Letter of Support from a supervisor; the nominator must also write a Letter of Support in order to meet that requirement.)

1. \_\_\_\_\_ Original and twelve (12) **double-sided** copies of complete dossier OR one copy

plus an electronic copy in the form of a tabbable PDF on a jump drive

1. \_\_\_\_\_ Signature of Nominator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_