

**CHANCELLOR'S/TRUSTEES' AWARDS**  
**2011 – 2012**

Nominations are requested for the following awards:

- Chancellor's/Trustees' Award for Excellence in Classified Service
- Chancellor's/Trustees' Award for Excellence in Faculty Service
- Chancellor's/Trustees' Award for Excellence in Librarianship
- Chancellor's/Trustees' Award for Excellence in Teaching Performance
- Chancellor's/Trustees' Award for Excellence in Scholarship and Creative Activities
- Chancellor's/Trustees' Award for Excellence in Professional Service
- Trustees' Award for Excellence in Adjunct Teaching

We will use the nomination criteria, as listed below, which is taken directly from the SUNY brochure regarding the policies and procedures for the 2011-2012 and 2012-2013 Chancellor's Awards. This request for nominations establishes November 11, 2011, as the date nominations are due in the President's Office.

Nominations for the above awards must be received in the President's Office no later than November 11, 2011. There will be no extensions to the deadline for receipt of nominations.

## **CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN CLASSIFIED SERVICE**

The Chancellor's Award for Excellence in Classified Service was created to recognize superior performance and extraordinary achievement by employees in the Classified Service who, through their continuous and exceptional service, represent the highest level of commitment to the mission and goals of the College.

### Eligibility

To be nominated for the 2012 Chancellor's/Trustees' Award, the nominee must:

- Length of Service – Nominees must have completed at least three years of continuous, full-time permanent service in the Classified Service position for which they are nominated.
- Restrictions – Prior recipients of a Chancellor's/Trustees' Award for Excellence in the Classified Service are ineligible for consideration. Posthumous nominations are also ineligible for consideration.

### Criteria for Selection –

- Nominees for the award must be individuals who have continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.
- Nominees must also demonstrate excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs. Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, and other members of the campus community.

### Nominations

Nominations may be made to the president of the College by November 11, 2011. All nominations must be in writing and must be signed by the nominator. Each nomination must describe how the candidate meets the criteria and may provide additional information which demonstrates why he or she merits the award. All nominations will be reviewed by the selection committee to evaluate eligibility.

### Nature of the Award

Persons who receive the Chancellor's/Trustees' Award for Excellence in Classified Service will be acknowledged through special resolution of the Board of Trustees and will receive a cash award of \$1,000. Those individuals will be listed on a plaque to be permanently located on the College campus. Further, those individuals will be given special recognition at the College's graduation ceremony and in appropriate College publications.

## **CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN FACULTY SERVICE**

This award is to be presented to a teaching faculty in recognition of consistently superior service contributions sustained over multiple years and may occur in a variety of venues and who, through their continuous and exceptional service, represent the highest level of commitment to the mission and goals of the College.

### Eligibility Criteria

To be nominated for the 2012 Chancellor's/Trustees' Award, the teaching professional must:

- **Background** – Candidates must be full-time teaching faculty (tenured or tenure-track), who currently (Academic Year 2011 – 2012) and regularly carry a full-time teaching load as defined by the campus for full-time teaching. The definition of a full teaching load varies from campus to campus, but each campus should be satisfied that there can be no question that its nominee meets this criterion. Teachers of studio courses or other specialized courses in which credit hours are normally low are to be considered in terms of the full-time load normally expected for the discipline. Teaching requirements must constitute more than 50 percent of the position's responsibility. Otherwise the individual should be considered for the Excellence in Professional Service Award.
- **Rank** – Candidates may hold any full-time academic rank.
- **Length of Service** – Nominees must have completed three academic years of full-time appointment out of the five years just prior to the year of nomination in the position for which they are nominated.
- **Restrictions** – Individuals holding qualified academic appointments may not be nominated. Individuals holding the title of lecturer or titles of academic rank preceded by the designation "visiting" or other similar designations may not be nominated. Candidate must not have received another Chancellor's Excellence Award within a five-year period. Candidate must not have been a previous recipient of the award. Posthumous nominations are also ineligible for consideration.
- **Criteria for Selection**  
To be nominated, a faculty member must demonstrate consistently superior service. This service must be sustained over multiple-years and may occur in a variety of venues including service to:

The campus;

The State University;

The local community or contributions at the regional, state-wide, national or international levels;

The discipline or disciplinary and professional organizations and societies; or

To Leadership in local or system-wide faculty governance.

The nature of the service must exceed the work generally considered to be a part of a candidate's basic professional obligation (professional committees, etc.) and must include service that exceeds that for which faculty are normally compensated. There must be

positive evidence of outstanding achievement and skill in providing leadership, outreach, or other University and/or community service or extraordinary service and leadership in the nominee's professional organization.

The scope of the service must extend over multiple years, must be geared toward effecting positive change and must involve the generous giving of personal time in service to areas previously described. Candidates for this award must be full-time teaching faculty who meet, and preferably exceed, the selection criteria, and who also demonstrate initiative and creativity in exceeding these standards.

### Nominations

Nominations may be made to the President of the College by November 11, 2011. All nominations must be in writing and must be signed by the nominator. Each nomination must describe how the candidate meets the criteria and may provide additional information, which demonstrates why he or she merits the award. All nominations will be reviewed by the selection committee to evaluate eligibility.

### Nature of the Award

Persons who receive the Chancellor's/Trustees' Award for Excellence in Faculty Service will be acknowledged through special resolution of the Board of Trustees and will receive a cash award of \$1,000. Those individuals will be listed on a plaque to be permanently located on the College campus. Further, those individuals will be given special recognition at the College's graduation ceremony and in appropriate College publications.

## **CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN LIBRARIANSHIP**

The Chancellor's Award for Excellence in Librarianship was created to recognize consistently superior professional achievement in the field of librarianship.

### Eligibility

To be nominated for the 2012 Chancellor's/Trustees' Award, the professional must:

- Nominees must have completed three academic years of full-time appointment out of the five years just prior to the year of nomination in the position for which they are nominated.
- Candidates must hold full-time appointment as a faculty librarian and must possess a Master of Library Science (MLS) or equivalent.
- Be nominated, in writing, by any member of the College community including students, classified staff, faculty, administrators, and trustees.
- Only the individual who serves as head of the campus library (or the person who heads all the campus libraries for institutions with multiple libraries) is ineligible for nomination for this award. Persons on sabbatical leave during the fall semester or spring semester prior to the year of nomination may not be nominated, nor may previous recipients of the award be re-nominated. Individuals holding qualified academic appointment (as defined in the SUNY Board of Trustees policies: individuals having the titles of academic rank preceded by the designations "visiting" or other similar designations) may not be nominated. Posthumous nominations are also ineligible for consideration.

Criteria for Selection – Nominees for the award must have demonstrated extraordinary performance in the following areas:

- Skill in Librarianship. There must be positive evidence that the candidate performs superbly in fulfilling his or her librarianship duties. Consideration should be given to the candidate's ability to perform that function in a creative and innovative fashion which is of outstanding quality.
- Service to the University and to the Profession. In providing librarianship services, the candidate must be generous with personal time and easily accessible. The individual must be flexible and adapt readily to the needs of the library, the institution and the constituents served.
- Scholarship and Continuing Professional Growth. The candidate must keep abreast of developments in the field and use relevant contemporary data in relation to that person's work situation. Evidence in this category should include references to publications, membership in the professional organizations, attendance at meetings, seminars, etc.

### Nominations

Nominations may be made to the president of the College by November 11, 2011. All nominations must be in writing and must be signed by the nominator. Each nomination must describe how the candidate meets the criteria and may provide additional information which demonstrates why he or she merits the award. All nominations will be reviewed by the selection committee to evaluate eligibility.

### Nature of the Award

Persons who receive the Chancellor's/Trustees' Award for Excellence in Professional Service will be acknowledged through special resolution of the Board of Trustees and will receive a cash award of \$1,000. Those individuals will be listed on a plaque to be permanently located on the College campus. Further, those individuals will be given special recognition at the College's graduation ceremony and in appropriate College publications.

## **CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN TEACHING PERFORMANCE**

This award is to be presented to a teaching professional who, through their continuous and exceptional service, represents the highest level of commitment to the mission and goals of the College.

### Eligibility Criteria

To be nominated for the 2012 Chancellor's/Trustees' Award, the teaching professional must:

- **Background** – Candidates must be full-time teaching faculty, who currently (Academic Year 2011 – 2012) and regularly carry a full-time teaching load as defined by the campus for full-time teaching. The definition of a full teaching load varies from campus to campus, but each campus should be satisfied that there can be no question that its nominee meets this criterion. Teachers of studio courses or other specialized courses in which credit hours are normally low are to be considered in terms of the full-time load normally expected for the discipline.

The significance of having the campus define “full-time” teaching is particularly relevant in the case of Department Chairs. Campuses frequently provide course reductions for faculty serving in such capacities. If the reduction is applied uniformly, then this reduced load becomes “full-time” for that particular position. Individuals serving in this capacity 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. (e.g., If a campus defines 15 hours as a full-time teaching load for full-time faculty, and 12 hours as a full-time teaching load for department chairs, then an individual serving as a department chair and teaching the 12 hours and meeting the other eligibility requirements would be eligible for nomination.) One caveat: teaching requirements must constitute more than 50% of the position's responsibility, otherwise the individual should be considered for the Excellence in Professional Service Award.

- **Rank** – Candidates may hold any full-time academic rank.
- **Length of Service** – Nominees must have completed three academic years of full-time appointment out of the five years just prior to the year of nomination in the position for which they are nominated.
- **Restrictions** – Individuals holding qualified academic appointments (individuals holding the title of lecturer or titles of academic rank preceded by the designation “visiting” or other similar designations) may not be nominated. Candidate must not have received another Chancellor's Excellence Award within a five-year period. Candidate must not have been a previous recipient of the award. Posthumous nominations are also ineligible for consideration.

Criteria for Selection – The primary criterion is skill in teaching. Additionally, consideration is given to sound scholarship (usually demonstrated through publications or artistic productions), outstanding service to students, as well as service to the University and to the campus. The following criteria are to be used in selecting persons for nominations for this award:

- Teaching Techniques and Representative Materials. There must be positive evidence that the candidate performs superbly in the classroom. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests, and problems. Mastery of

teaching techniques must be demonstrated and substantiated. Consideration is to be given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses.

When available, student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) presented for several different courses over a period of several recent years may provide a clear idea of the nominee's impact on students.

- Scholarship and Professional Growth. Candidates must be teacher/scholars who keep abreast of their own field and who use the relevant contemporary data from that field and related disciplines in their teaching. Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.
- Student Services. In relating to students, candidates must be generous with personal time, easily accessible, and must demonstrate a continual concern for the intellectual growth of individual students. The focus here is the accessibility of the nominee to students outside of class; e.g. office hours, conferences, special meetings, and the nominee's responsibility in terms of student advisement.
- Academic Standards and Requirements, and Evaluation of Student Performance. Candidates must set high standards for students and help them attain academic excellence. Quantity and quality of work that is more than average for the subject must be required of the students. Candidates must work actively with individual students to help them improve their scholarly or artistic performance. This individual interaction is an important source of information that indicates the nature and level of instruction offered by the nominee. Consideration is to be given to the quality, quantity, and difficulty of the tasks or work assigned to students. Candidates' evaluations of students' work must be strongly supported by evidence. Candidates must be willing to give greater weight to each student's final level of competence than to the performance at the beginning of the course. Since expert teachers enable students to achieve high levels of scholarship, it is possible that the candidates' marking records may be somewhat above average. There must also be evidence that candidates do not hesitate to give low evaluations to students who do poorly. For this category, consideration should be given to grading patterns, particularly grade distributions for all courses in at least two recent years. Evidence in support of student performance may also be assessed by the accomplishments of students, including placement and achievement levels.

### Nominations

Nominations may be made to the President of the College by November 11, 2011. All nominations must be in writing and must be signed by the nominator. Each nomination must describe how the candidate meets the criteria and may provide additional information which demonstrates why he or she merits the award. All nominations will be reviewed by the selection committee to evaluate eligibility.

### Nature of the Award

Persons who receive the Chancellor's/Trustees' Award for Excellence in Teaching Performance will be acknowledged through special resolution of the Board of Trustees and will receive a cash award of \$1,000. Those individuals will be listed on a plaque to be permanently located on the College campus. Further, those individuals will be given special recognition at the College's graduation ceremony and in appropriate College publications.

## **CHANCELLOR'S AWARD FOR EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES**

This Award 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 the system's instructional faculty.

### Eligibility

To be nominated for the 2012 Chancellor's Award for Excellence in Scholarship and Creative Activities, the teaching professional must:

- Academic Background – Have been employed by Tompkins Cortland Community College as a full-time tenured or tenure-track faculty member (may hold any academic rank) and must have completed three academic years of full-time appointment out of the five years just prior to the year of nomination in the position for which they are nominated.
- Be nominated, in writing, by any member of the College community including students, classified staff, faculty, administrators, and trustees.
- Restrictions – Individuals holding qualified academic appointments (individuals holding the title of lecturer or titles of academic rank preceded by the designation “visiting” or other similar designations) may not be nominated. Candidate must not have received another Chancellor's Excellence Award within a five-year period. Must not have been a previous recipient of the award. Posthumous nominations are also ineligible for consideration.

Criteria for Selection – 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 for the award 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.

**OR**

### For Creative Productivity (generally in fine or performing arts or those fields where creative productivity constitutes scholarship, e.g., culinary arts, etc.)

- Shown a record of excellence in creative or scholarly activity appropriate for the specific unit 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.

### Nominations

Nominations may be made to the President of the College no later than November 11, 2011. All nominations must be in writing and must be signed by the nominator. Each nomination must describe how the candidate meets the criteria and may provide additional information that demonstrates why he or she merits the award. All nominations will be reviewed by the selection committee to evaluate eligibility.

## **CHANCELLOR'S/TRUSTEES' AWARD FOR EXCELLENCE IN PROFESSIONAL SERVICE**

The Chancellor's Award for Excellence in Professional Service was created to recognize extraordinary professional achievement and to encourage the continuation of excellence.

### Eligibility

To be nominated for the 2012 Chancellor's/Trustees' Award, the professional must:

- **Background** – candidates must presently be serving in full-time professional service capacities (not necessarily titles) with more than 50% of their assignment in non-teaching services. The latter include academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies and directors of campus libraries.
- **Length of Service** – Nominees must have completed three academic years of full-time appointment out of the five years just prior to the year of nomination in the position for which they are nominated.
- **Restrictions** – the Chancellor, Vice Chancellors, Campus Presidents, Vice Presidents and Deans of Statutory Colleges are ineligible for nomination. Further, the chief campus officer for academic student, or administrative affairs, or persons serving in these capacities, may not be nominated for this award. Candidate must not have received another Chancellor's Excellence Award within a five-year period.  
Candidates must not have been a previous recipient of the award. Posthumous nominations are also ineligible for consideration.

Criteria for Selection – 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 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 includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, committee activities, etc.

### Nominations

Nominations may be made to the president of the College by November 11, 2011. All nominations must be in writing and must be signed by the nominator. Each nomination must describe how the candidate meets the criteria and may provide additional information which demonstrates why he or she merits the award. All nominations will be reviewed by the selection committee to evaluate eligibility.

### Nature of the Award

Persons who receive the Chancellor's/Trustees' Award for Excellence in Professional Service will be acknowledged through special resolution of the Board of Trustees and will receive a cash award of \$1,000. Those individuals will be listed on a plaque to be permanently located on the College campus. Further, those individuals will be given special recognition at the College's graduation ceremony and in appropriate College publications.

## **TRUSTEES' AWARD FOR EXCELLENCE IN ADJUNCT TEACHING**

This award is to be presented to a professional who, through their exceptional service, represents the highest level of commitment to the mission and goals of the College.

### Eligibility

To be nominated for the 2012 Trustees' Award, the professional must:

- Have been an adjunct (.5 FTE or less) employee of Tompkins Cortland Community College in a professional teaching position for a period of two years prior to the date of nomination.
- Be nominated, in writing, by any member of the College community including students, classified staff, administrators, trustees, adjuncts, and part-time or full-time faculty.

### Criteria for Selection

- There must be specific or unusual evidence of the candidate's excellence in teaching performance in as many of the following areas as appropriate: teaching, leadership, problem solving, and professional development. Other examples are professional recognition, initiation of ideas, and development of proposals for improving effectiveness.
- Particular emphasis should be placed on those individuals who not only meet the above criteria but who have exceeded these standards in a creative and innovative fashion which is of outstanding quality.

### Nominations

Nominations may be made to the president of the College by November 11, 2011. All nominations must be in writing and must be signed by the nominator. Each nomination must describe how the candidate meets the criteria and may provide additional information which demonstrates why he or she merits the award. All nominations will be reviewed by the selection committee to evaluate eligibility.

### Nature of the Award

Persons who receive the Trustees' Award for Excellence in Adjunct Teaching will be acknowledged through special resolution of the Board of Trustees and will receive a cash award of \$1,000. Further, those individuals will be given special recognition at the College's graduation ceremony and in appropriate College publications.