

**CHANCELLOR'S AWARD FOR EXCELLENCE IN
FACULTY SERVICE**

Please also refer to [SUNY Policies & Procedures](#).

New Paltz may submit one (1) nomination for this award.

Eligible for nomination: Full-time tenured or tenure-track faculty
Full-time non-tenure track faculty (i.e., lecturers)

Nominees must have completed three academic years of full-time appointment within the previous five years at New Paltz *prior* to the year of nomination and must hold full-time status for the entire academic year in which the nominee is nominated.

- A. **The submission date for nomination dossiers is OCTOBER 15.**
- B. Prior to preparing a dossier, CONFIRM THE CANDIDATE'S ELIGIBILITY for the award. (SUNY's *Policies & Procedures* specify both general and award-specific eligibility requirements.)
- C. The dossier must include the following:
 - 1. NOMINATION LETTER (no more than THREE pages) addressing how the candidate fulfills, and preferably surpasses, the selection criteria.
 - a. Include positive evidence of consistently superior service contributions, sustained over multiple years. Use **specific, concrete examples**.
 - b. 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**.
 - c. **Links** to especially noteworthy materials that demonstrate the candidate's merit may be included in the nomination letter and/or candidate summary.
 - d. The nomination letter **must be signed** by the candidate's nominator(s), department chair and dean.
 - 2. CANDIDATE SUMMARY (no more than ONE page). This abstract must make a clear, succinct case for the candidate's merit based on the evidence presented in the dossier.
 - 3. CURRICULUM VITA: An up-to-date and moderately detailed CV that includes the **nominee's date of appointment to the SUNY system, highest rank attained, and date of appointment to that rank, as SUNY requires**. See [Curriculum Vitae](#) for campus resources.
 - 4. LETTERS OF SUPPORT from colleagues (New Paltz; SUNY; local, regional, statewide, national or international community, disciplinary and professional organizations and societies). These letters should explicitly document excellence in service that meets the criteria outlined in 1.a. and 1. b., above. ***Note that letters of support will not be submitted to SUNY; therefore, evidence of merit documented in referee letters must be reflected in the nomination letter and candidate summary.***
- D. Submit to chancellors@newpaltz.edu one complete dossier addressed to the Chair, Scholarships & Awards Committee, c/o the Office of Academic Affairs.

MAKE SURE ALL REQUESTED DOCUMENTS ARE PROVIDED. MISSING INFORMATION WILL RESULT IN DISQUALIFICATION OF THE NOMINATION BY THE SCHOLARSHIPS & AWARDS COMMITTEE.