

**CHANCELLOR'S AWARD FOR EXCELLENCE IN  
LIBRARIANSHIP**

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

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

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), signed as indicated below and addressing how the candidate fulfills, and preferably surpasses, the selection criteria for the award (refer to SUNY's *Policies & Procedures* for details).
    - a. Include positive evidence of consistently superior professional achievement in librarianship, with demonstrated *extraordinary* performance in at least one of the following areas: skill in librarianship; service to the university and to the profession; scholarship and continuing professional growth. Use **specific, concrete examples**, which may be drawn from the candidate's letters of support.
    - b. **Links** to especially noteworthy materials that demonstrate the candidate's merit may be included in the nomination letter and/or candidate summary.
    - c. The nomination letter **must be signed** by the candidate's nominator(s), immediate supervisor, 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: Five letters from New Paltz colleagues, external colleagues, or students (as applicable to the position) that document the candidate's merit for the award and extraordinary performance in at least one of the areas of librarianship referenced in 1.a., 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](mailto: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.**