

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

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

***New Paltz may submit up to three (3) nominations 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.
    - a. Include specific, concrete evidence of excellence **within** the position description (as summarized in the performance program);
    - b. Include specific, concrete evidence of excellence **beyond** the position description.
    - c. **Links** to additional supporting materials may supplement the dossier. Include especially noteworthy links in the nomination letter and/or candidate summary.
    - d. The nomination letter **must be signed** by the candidate's nominator(s), department chair or director, and dean or division head.
  2. CANDIDATE SUMMARY (maximum of ONE page). This abstract must make a clear, succinct case for the candidate's merit based on the evidence presented in the dossier.
  3. CANDIDATE'S PERFORMANCE PROGRAM (current or most recent version)
  4. LETTERS OF SUPPORT: Five letters from New Paltz colleagues, external colleagues, or students (as applicable to the position) that document the nominee's superb performance in fulfilling the job description for the position held (as presented in the performance program) and excellence in professional activities beyond the parameters of the job description. ***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.***
  5. CURRICULUM VITA or RESUMÉ: An up-to-date and moderately detailed CV or resumé containing information on the nominee's career. SUNY requires that the CV/resumé include the **nominee's date of appointment to the SUNY system, highest rank attained, and date of appointment to that rank.**
- 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.**