

CHANCELLOR'S AWARD FOR EXCELLENCE IN SCHOLARSHIP & CREATIVE ACTIVITIES

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 evidence of an excellent, sustained record of sound scholarship or excellence in creative activity appropriate for the specific field or discipline.
 - b. **Links** to especially noteworthy supporting materials (books, journal articles, exhibition catalogs, etc.) may be included in the nomination letter and/or candidate summary.
 - c. 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. A complete record, or a substantial sample, of publications or creative productions, **with hyperlinks**, if not included in the candidate's CV.
 5. **LETTERS OF SUPPORT** from New Paltz colleagues (at least one) and students (at least two), plus **external peer evaluations from impartial referees from the candidate's discipline** (at least three), that document the candidate's consistently outstanding scholarly and creative productivity, conducted in addition to teaching. Letters from students should explain how the candidate's scholarship or creative activity has made an impact on his/her teaching.
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.