

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

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

New Paltz may submit up to three (3) nominations 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), 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 teaching: demonstrated mastery of teaching techniques, adapted to different courses; scholarship and professional growth that informs teaching; accessibility to students and concern for their intellectual growth; high academic standards and support of students' scholarly/creative performance. 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), department chair and dean.
 - 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. TEACHING RECORD, including:
 - a. Courses taught at New Paltz and the approximate number of semesters each course was taught;
 - b. Student Evaluation of Instruction (SEI) summary reports for the past three years (written comments may also be included);
 - c. Statements not more than one year old from students commenting on the quality of instruction in the courses taught by the candidate;
 - d. Syllabi for all courses taught during the past three years, each including student learning outcomes, information about grading and other means of assessing student performance, and academic policy statements;
 - e. Grading patterns for the past three years, available from the Office of Institutional Research.

4. 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.
 5. LETTERS OF SUPPORT from three New Paltz colleagues and five students (graduate, undergraduate, former) specifically addressing the criteria for selection, detailed in SUNY's *Policies & Procedures*: teaching techniques and representative materials; scholarship and professional growth; student services; and academic standards and requirements and evaluation of student performance. Letters from former students who are doing graduate work, are employed by other institutions, or are teachers may strengthen the case for the candidate's merit. ***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.