

Chancellor's Award for Excellence in Professional Service (CAEPS) Committee

The Chancellor's Award for Excellence in Professional Service (CAEPS) recognizes consistently superior professional achievement within and beyond the position. Prior to serving on the committee, each member should review the most recent version of the *SUNY Policies and Procedures, Chancellor's Award for Excellence in Faculty Service, Librarianship, Professional Service, Scholarship and Creative Activities and Teaching* provided by SUNY System each year at <http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>.

CORTLAND COMMITTEE COMPOSITION

In accordance with SUNY Policies and Procedures for the CAEPS, the committee will include a minimum of 50 percent professional service personnel (i.e., who are employed in capacities that are eligible for the award, a representative of the President's Office (ex-officio), the Faculty Senate Chair (or designee), and one representative from the Student Government Association (student member). The senate chair (or designee) will work with the President's Office to fill CAEPS committee vacancies.

Every effort will be made to include committee members who have been awarded the CAEPS and who have been at SUNY Cortland for at least 5 years.

Committee member terms are three years in length and begin in September. Terms are staggered to facilitate continuity.

Committee lists, terms of service, and committee procedures will be monitored and maintained by the administrative assistant to the Faculty Senate.

CAEPS Chair

The chair reviews the SUNY Policies and Procedures for the CAEPS at the start of each year, confirming the maximum number of awards that may be given (historically, one). When appropriate, the chair will update this document to reflect any revisions to the SUNY Award.

The chair is responsible for calling meetings, reviewing procedures with committee members, assigning duties to committee members, and working in concert with the President's Office to ensure a smooth process for the committee and candidates.

The chair is also responsible for preparing letters of recommendation to the President for nominees that the CAEPS Committee has decided to support. This letter should provide a strong rationale for how the candidate meets the criteria for the award.

The chair is responsible for overseeing the preparation of the summary statement of the SUNY nomination portfolio for each nominee. The statement (not to exceed 5 pages) will be prepared as collaborative effort between the CAEPS committee and the President's Office.

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Decision Summary for Each Nominee:

DECISION I—Review CVs and nominating letter in November to decide whether to ask nominees for portfolio, due no later than January 8.

DECISION II – By January 20, make a decision as to whether a nominee should be put forth by the college to SUNY System.

PROCEDURES FOR CORTLAND CAEPS COMMITTEE & NOMINEES

1. The Senate Chair, in conjunction with the President's Office, will notify the campus of the CAEPS nominations deadline as soon as the information is received from SUNY System. The notification will include candidate eligibility and nomination letter requirements.
2. As nominations are received, the eligibility of each new nominee will be confirmed (see checklist, Appendix A) by the President's Office. Once eligibility has been determined, nominees will be notified of their nomination by the President's Office and asked to submit their CVs to the same to continue in the process (November 1).
3. The chair of the CAEPS will hold a meeting of the committee in November (including new members) to:
 - a. Review the criteria (Appendix B), timeline and process for the award selection, including expectations for confidentiality, with committee members.
 - b. Review the nomination letters and CVs of nominees.
 - c. Make a decision about whether to request a portfolio from each nominee, based on the Decision Checklist in Appendix B. Portfolios will be due no later than January 8.
 - d. The President's Office will contact selected nominees to submit their portfolios. Portfolios should be organized according to the criteria in the *SUNY Policies and Procedures*. Portfolios may be submitted electronically or on paper. Three to five letters of recommendation, speaking to the quality and impact of professional service activities, are also required.
4. Upon receipt of the portfolios, committee members will review them using the Decision Checklist in Appendix B (mid-January).
5. The chair will schedule a meeting before January 20 to:
 - a. Make decisions about the nominees based on their portfolios.
 - b. Prepare notifications to nominees who were not selected. These notifications should include helpful information so the nominees can improve their portfolios in the event they are re-nominated at a future date (see sample, Appendix D).
 - c. Prepare a 4 – 5 page summary for the President's Office for each selected nominee detailing how each nominee meets/exceeds criteria for the award.
 - d. Work with the President's Office to prepare the SUNY nomination portfolio in accordance with SUNY guidelines (Appendix C). The portfolio should contain

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substantive evidence (not testimonials) in support of each selection criteria (*SUNY Policies & Procedures*).

- e. Select a new chair from among committee members. Preference should be given to those with at least a year's experience on the committee.
6. Following notification by SUNY System of award selections (April/May), the President's Office will contact the nominee to inform them of SUNY's decision.

DECISION-MAKING PROCESS

Final decisions regarding nominees will be based on a thorough review of the nominee's professional portfolio using the checklist in Appendix B. Committee members should share their insights about excellence in professional service within their areas with other committee members to provide context for discussion and deliberation.

1. Committee members must recuse themselves from deliberation on any nominee that is a family member (220.11 PUBLIC OFFICERS LAW, CONFLICT OF INTEREST).
2. Committee members must recuse themselves from deliberation on any nominee for whom they have provided a letter of support. In general, committee members should refrain from providing a letter of support for a nominee in the interest of fairness and objectivity.
3. Committee members must recuse themselves from deliberation on any nominee whom they have nominated. In general, committee members should refrain from nominating colleagues due to perceptions of favoritism.
4. Each committee member will individually determine if the nominees meet all the criteria and should be supported for the award. Individuals nominated for these awards must meet all prescribed eligibility criteria and must fulfill – and preferably surpass – the selection criteria for the award (*SUNY Policies & Procedures*). *It is imperative that all deliberations of the campus committee remain strictly confidential.*
 - a. Nominees who do not meet all the criteria will not receive further consideration.
 - b. The committee will discuss the nominees who have met, and preferably surpass, all the criteria for the award.
 - c. When the number of nominees who meet all the criteria exceeds the number of awards that may be given, each committee member will rank order the nominees. The top nominee, based on rank order, will be selected.
 - d. A SUNY nomination portfolio (see Appendix C) will be prepared for submission to System Administration for selected nominees. Successful candidates who have electronic portfolios may be asked to provide certain sections of the portfolio as hard copies for the SUNY review process.
 - e. When a nominee that meets all the criteria, but is not selected as the top candidate, the committee chair may offer the opportunity to defer until the following year (see sample, Appendix D). If the nominee chooses to defer, s/he does not need to be re-nominated. The nominee will be entered in the next application cycle with a new pool of candidates. Deferred nominees may update their portfolios prior to the next review cycle.

Samples of correspondence may be found in Appendix D.

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APPENDIX A

CAEPS Eligibility Checklist

Candidate Name _____

Eligibility Criteria	Yes	No
Nominee presently serves in a full-time professional service capacity (not necessarily title) with more than 50 percent of their assignment in non-teaching services. The latter include academic administration, business affairs, student affairs, institutional support technologies, instructional and research support technologies, and directors of campus libraries serving in a full-time professional capacity. <i>Promotion within a department does not preclude a person from being nominated.</i>		
Nominee has completed three academic years of full-time professional service within the nominating campus out of the previous five years in the position for which s/he is nominated prior to the year of nomination.		
Nominee is scheduled for a sabbatical during the period of the selection process. <ul style="list-style-type: none"> • <i>If so, the nominee is INELIGIBLE for this year and should be given the opportunity to defer the nomination until the sabbatical is complete.</i> 		

Individuals serving in the classified services are ineligible for nomination (e.g., positions paid on an hourly rather than salary basis are generally in the classified services).

Full-time faculty (as defined in the eligibility criteria for Faculty Service) are not eligible. In the case of split assignments across the nominating campus, individuals are eligible for nomination for this award if they are serving in a full-time professional capacity.

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APPENDIX B

CAEPS Decision Checklist

Candidate Name _____

Selection Criteria (*adapted from SUNY Policies & Procedures*)

Nominees for the award must be individuals who have repeatedly sought improvement of themselves, their campuses and ultimately the State University and, in doing so, have transcended the normal definitions of excellence. At all position levels, nominees shall be those individuals who can serve as professional role models for a University system in the pursuit of excellence. The following criteria are to be used in selecting nominees for this award:

[\(http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/\)](http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/):

Criteria	Indicators	Yes	No
Within the Position Description	The portfolio provides evidence that the nominee performs superbly in fulfilling the job description for the position held.		
Beyond the Position Description	The portfolio provides evidence that the nominee demonstrates excellence in professional activities beyond the parameters of the job description.		
Creativity & Innovation	The portfolio provides evidence that the nominee satisfies the standards in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional needs.		
Capabilities & Accomplishments	The portfolio provides evidence of capabilities and accomplishments in the areas of leadership, decision-making and problem-solving. <ul style="list-style-type: none"> • <i>Evidence in this category includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, and committee activities.</i> 		
Decision	<i>The nominee meets, and preferably surpasses, all the criteria for the award.</i>		

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APPENDIX C

SUNY NOMINATION PORTFOLIO (*excerpted from SUNY Policies and Procedures for the CAET*)

The campus selection committee, in conjunction with the President's Office, is responsible for preparing the nomination portfolio submitted to System Administration. For each nominee, the campus must submit one original hard copy (additional copies aren't necessary). It must be collated in the order presented below and must include the following:

Checklist Cover Sheet – This form must be the first sheet of the nominee's portfolio. It is used to ensure compliance with program policies and procedures and for administrative purposes. The form is appended to these guidelines. The Checklist contains the certifications regarding the candidate's eligibility and campus compliance with the program policies and procedures. The campus President must sign the Checklist. Nominations received without this endorsement will be disqualified.

Transmittal Letter – A brief transmittal letter addressing how the candidate meets the selection criteria is required from the campus President. This letter should reflect the campus's rationale for making the nomination and speak succinctly to the candidate's merit. The letter should be addressed to the State University Provost, State University of New York, System Administration, State University Plaza, 353 Broadway, Albany, New York 12246-2915. A separate letter is to accompany each nomination.

Nomination Procedures – A brief explanation is required that describes the mechanism by which nominations were solicited, what evidence was examined by the local selection committee in the evaluation of nominees, and how the local committee arrived at its selection.

Summary Presentation – The Summary Presentation provides the rationale for the campus's nomination of a particular candidate and sets forth candidate merit for selection. It should reflect the committee's objectivity and impartiality in coming to its decision in what is generally a highly competitive campus process. ***It is limited to five pages, excluding the cover page.***

The Summary Presentation is the primary documentation available to those involved in the System-level review to explain the campus' rationale for nominating the candidate for this honor. It must address how the candidate excels in each criterion for selection for the award to which the candidate is nominated (e.g., if there are three selection criteria, then candidate's performance in each must be described) as well as the candidate's most outstanding qualifications and major achievements. The quality of the evidence provided is critical to recommendation. Although excerpts from the recommendations can and should be included, the Summary Presentation must be more than a testimonial. There must be specific, concrete examples of how the nominee fulfills each criterion.

Summary Presentations should not be written by the nominee (or in first person) because this undermines the impartiality and objectivity required of the nomination process. The Summary Presentation is limited to a maximum of five pages, excluding the cover sheet.

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Current Curriculum Vita (CV) – An up-to-date and moderately detailed CV containing information on the nominee's career must be included in the nomination portfolio. Specific data must include the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank. It should also include areas of specialization, research activities, professional and scholarly publications, honors, and campus and State University service.

Note: None of the nominating documentation will be returned to the campus. We aren't able to accept electronic nomination submissions via e-mail at this time.

SUBMISSION

Check the SUNY Policies and Procedures for the CAET for deadlines and submission details.

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APPENDIX D

Samples of Correspondence

FROM FACULTY SENATE CHAIR/PRESIDENT'S OFFICE

SAMPLE OF EMAIL ANNOUNCEMENT FOR NOMINATIONS (send end of spring and end of summer)

To the SUNY Cortland Community,

Nominations Sought for 2018-2019 SUNY Chancellor's Awards for Excellence

Nominations are now being accepted for the following awards: Chancellor's Award for Excellence in Librarianship, Chancellor's Award for Excellence in Professional Service, Chancellor's Award for Excellence in Scholarship and Creative Activities, Chancellor's Award for Excellence in Faculty Service, Chancellor's Award for Excellence in Teaching, Chancellor's Award for Excellence in Adjunct Teaching, and SUNY Shared Governance Award. [For end of spring semester: Summer is a great time to be thinking about potential nominees and drafting a nomination letter!]

To be eligible for the Excellence in Librarianship Award, individuals must possess an MLS and must have served as a full-time librarian at SUNY Cortland for at least three years of five years of service. Eligibility for the Excellence in Professional Service Award is limited to those non-classified service employees with more than 50% of their work assignment in non-teaching services and who have completed at least three years on campus of five years continuous full-time professional service. Faculty nominees for the Excellence in Scholarship and Creative Activities award may hold any academic rank, but they must have completed three years of full-time service of five on their home campus prior to the year of nomination. The Chancellor's Award for Excellence in Adjunct Teaching is limited to those faculty teaching a partial load. Full-Time Lecturers may be nominated in the regular Chancellor's Award for Excellence in Teaching category.

The criteria for the promotions are attached. Complete SUNY policies and procedures for these awards may be found at the following URL address: <http://system.suny.edu/academic-affairs/faculty-staff-awards/>.

Persons wishing to nominate someone for these awards should submit the nominee's name and a detailed justification not to exceed two typed pages to Virginia Levine in the President's Office no later than **October 1**. (Note: Nominations submitted without detailed justification will not be reviewed by the committee.)

Nominations may also be submitted by email, to virginia.levine@cortland.edu. Individuals may not self-nominate for these awards.

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FROM THE PRESIDENT'S OFFICE/SENATE CHAIR

COMMITTEE APPOINTMENT NOTIFICATION

Dear XXXX,

Thank you for accepting an appointment to the Chancellor's Award for Excellence in Professional Service Committee. We have attached the committee's procedures so you can familiarize yourself with them before the committee becomes active for the next promotion cycle. Your three-year term begins September YEAR and ends August YEAR.

Your willingness to contribute to this important committee is greatly appreciated!

Best,

Name

President's Office

Name

Chair, Faculty Senate

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FROM THE PRESIDENT'S OFFICE

SAMPLE LETTER TO REQUEST CV FROM ELIGIBLE NOMINEES

TO: **NOMINEE**
FROM: President's Office
DATE: **DATE**
RE: NOMINATION FOR CHANCELLOR'S AWARD FOR EXCELLENCE IN PROFESSIONAL SERVICE

NAME OF NOMINATOR has nominated you for the Chancellor's Award for Excellence in Professional Service (CAEPS). Congratulations on this recognition of your work.

If you would like the CAEPS Committee to proceed with a review of your candidacy for this award, you need to submit a CV by **November 1**. If the committee determines that you are a viable candidate, you will be notified and asked to submit a portfolio and letters of support to the President's Office by **January 8**. You can find guidelines and criteria for the award at the SUNY website: <http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>.

If you have questions, you are welcome to contact me at **PHONE** or **E-MAIL ADDRESS**.

Best wishes.

FROM THE PRESIDENT'S OFFICE

SAMPLE PORTFOLIO REQUEST

CONFIDENTIAL

Good afternoon. Congratulations! The Chancellor's Award for Excellence in Professional Service (CAEPS) Committee met recently and requested your portfolio for review in consideration of this award.

Your portfolio and letters of support are due on **January 8**. The portfolio should be organized to reflect the criteria for the award. Please bring it or send it to the President's Office, Miller Building 408, and I will notify the CAEPS committee of its availability for review.

Criteria, policies and procedures for the promotion can be accessed at: <http://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>.

If you have questions at any time, please feel free to contact me.

Best,

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FROM THE COMMITTEE CHAIR

DEFERMENT OFFER

CONFIDENTIAL

Good afternoon.

As members of the selection committee for the CAEPS, my colleagues and I were pleased to have the opportunity to review your application for this award. Your accomplishments in the area of **XXX** were impressive. This year's applicant pool was exceptionally strong, and after much deliberation, we selected another candidate to put forward to SUNY.

At the same time, we found your qualifications for this award to be quite strong. We would like to invite you to keep your application active for consideration in next year's CAE cycle. Please let me know if you would like your application to be considered again next year. If so, you may update your portfolio before the review process starts again.

We are grateful for the time and effort you put into this process and we thank you for your ongoing contributions to our campus and the SUNY system.

Sincerely,

NAME of Committee chair

On behalf of the CAEPS Committee

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FROM THE COMMITTEE CHAIR

SAMPLE LETTER FOR THOSE NOT SELECTED WITH FEEDBACK

CONFIDENTIAL

Good afternoon.

As members of the selection committee for the CAEPS, my colleagues and I were pleased to have the opportunity to review your application for this award. Your accomplishments in the area of **XXX** were impressive. This year's applicant pool was exceptionally strong, and after much deliberation, we selected another candidate to put forward to SUNY.

The committee noted a few areas in your portfolio that could be strengthened to help you address the rigorous criteria for this award. These include **[list suggestions]**. We hope these suggestions will be helpful to you, should you be nominated again. **OR**

If you are interested, a member of our committee would be happy to provide you with feedback on your application materials. Please let me know if you would like to meet with a committee member to get this feedback.

We are grateful for the time and effort you put into this process and we thank you for your ongoing contributions to our campus and SUNY.

Sincerely,

NAME of Committee chair

On behalf of the CAEPS Committee