



Chancellor's Award for Excellence in Scholarship and Creative Activities Policies and Procedures Academic Year 2024-2025

Important:

Please read the guidelines carefully to make sure your nominee meets all eligibility requirements before preparing a file.

Deadlines:

1. The **nomination form only** must be submitted electronically **no later than Wednesday, October 9, 2024**.
Note to Students: If you submit a nomination form, it will then be necessary to coordinate with the nominee's department in order to prepare the nomination file.
2. The **completed PDF nomination file** must be received in the Provost's Office **no later than Wednesday, November 6, 2024**.
3. Any files received by the Provost's Office **after the November 6, 2024 deadline will not be accepted**.

Each award has program-specific eligibility criteria; nonetheless, there are eligibility criteria common to all:

- Regardless of program, **nominees must have completed three academic years of full-time appointment (years do not need to be consecutive) at the nominating campus prior to the year of nomination.**
- Individuals serving in **part-time, or visiting capacities** – irrespective of the length of their service or amount of their involvement – are ineligible for these programs. **Full-time Clinical faculty and full-time non-tenure track faculty including the title Lecturer are eligible for nomination in the following categories: Faculty Service, Scholarship and Creative Activities, and Teaching.**

There are also circumstances that preclude nomination regardless of the program. The following are special conditions that limit eligibility and these restrictions apply to all programs:

- Individuals holding Distinguished Faculty Rank: Distinguished Librarian, Distinguished Professor, Distinguished Service Professor and Distinguished Teaching Professor – **may not be nominated for an Excellence Award in any of the categories;**
- Recipients of an Excellence Award may not be nominated for another Excellence Award within a five-year interval;
- Recipients of an Excellence Award may not be re-nominated for an award in the same category;
- Individuals holding academic appointments preceded by the designation “visiting” may not be nominated;
- The chief campus officer for academic, student, or administrative affairs, or persons serving in these capacities, may not be nominated for an Excellence Award. **Other exclusions include the following (but not limited to) as well as other comparable titles:** Direct reports to the President or Chancellor, Vice Chancellors and above, Vice Presidents and above, Vice Provosts and above, Senior Counsels and above, and the Deans of the College of Ceramics at Alfred University and the New York State Colleges of Agriculture and Life Sciences, of Human Ecology, of Industrial and Labor Relations, and of Veterinary Medicine at Cornell University;
- Individuals should not be nominated in the same season for promotion to Distinguished Faculty rank and an Excellence Award in the same category (e.g., an individual should not be nominated for a Distinguished Teaching Professorship and an Excellence in Teaching award); and
- Posthumous nominations are ineligible.

PROGRAM SPECIFIC ELIGIBILITY FOR EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES (EISCA)

Nature of the Program – EISCA

The Chancellor's Award for Excellence in Scholarship and Creative Activities supports the pursuits foundational to sustaining the intellectual growth of SUNY institutions by recognizing consistently outstanding scholarly and creative productivity, **conducted in addition to teaching, by SUNY's instructional faculty.**

Selection Criteria – EISCA

Evidence of sound scholarship (traditionally research and publication in the sciences, social sciences, and humanities) and creative productivity (in fields where scholarship takes the form of artistic production, performance, composition, etc.) can be demonstrated through a variety of avenues, including grants, release time, honors, etc. The selection criteria for this award shall include a reasonable combination of, but not be restricted to, those appearing below. Nominees should be individuals who have:

- **For Scholarship (research in the sciences, social sciences, and humanities)** – An excellent, **sustained** record of research publications in peer-reviewed journals, and/or research monographs, and/or research-oriented texts; or a record of presenting at national and/or international conferences, presentation of papers published in conference proceedings and/or digests, patents awarded, grants secured, and citation of work by individuals or groups other than the nominee’s collaborators.
- **For Creative Productivity (generally the fine or performing arts or those fields where creative productivity constitutes scholarship e.g., culinary arts, etc.)** – A record of excellence in creative activity appropriate for the specific field or discipline, such as exhibitions, shows, performances, productions, and stage work; or a record demonstrating evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim.

Eligibility Criteria – EISCA

1. **Academic Background** – Candidates must be tenured, tenure-track, or full-time non-tenure track faculty for the academic year in which the award is to be given, and regularly carry a full-time teaching load as defined by the campus for full-time teaching. **(Note: Please see full discussion of this issue above under “Academic Background” section for the Excellence in Faculty Service award.)**
2. **Academic Rank** – Candidates may hold any full-time academic rank as defined in the SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor, assistant instructor, clinical professor, and full-time non-tenure track faculty including the title Lecturer are eligible for nomination.

The Scholarship and Creative Activities award requires that external peer evaluations (from impartial referees from the nominee’s discipline) are included in the campus nominating process. These evaluations should be referenced, but not included, in the Summary Presentations prepared for the candidates’ nomination portfolios.

FORMAT OF EXCELLENCE IN SCHOLARSHIP AND CREATIVE ACTIVITIES NOMINATION FILE

1. **Nominator’s letter.**
2. **Current and detailed curriculum vitae.**
3. **Supporting Statements:** Letters of recommendation from the nominee’s supervisors/chairperson and colleagues, and constituents, if appropriate. Statements should address the nominee’s most outstanding qualifications and specific major achievements, with reference to the criteria for these awards. No more than 15 statements may be submitted. Letters emailed or faxed to the nominator are acceptable.
4. **Summary Presentation:** The **file must** include, in **ESSAY FORMAT (not letter format, not written in the first person, not addressed to the committee, not signed)**, a summary, limited to a maximum of 5 pages, which gives the candidate’s most outstanding qualifications and major achievements and addresses **specifically** how the candidate **excels** in each of the award’s selection criteria.
 - **Important:** After the campus selection committee makes its recommendations to the President, **only the summary presentation and CV** will be submitted to SUNY to make the case for the nominee. SUNY does not see the nomination file.

****No nomination files will be accepted after the Wednesday, November 6, 2024 deadline.**