



Chancellor's Award for Excellence in Teaching

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 for a nominee that is not eligible.

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 **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 TEACHING (EIT)

Nature of the Program – EIT

The Chancellor's Award for Excellence in Teaching recognizes consistently superior teaching at the graduate, undergraduate, or professional level in keeping with the State University's commitment to providing its students with instruction of the highest quality.

Selection Criteria – EIT

The primary criterion is skill in teaching. Additionally, consideration is also given to sound scholarship (usually demonstrated through publications or artistic productions), outstanding service to students, as well as service to the State University and to the campus. The following criteria are to be used in selecting nominees for this award:

- **Teaching Techniques and Representative Materials** – There must be positive evidence that the candidate performs superbly in the classroom. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests and problems. Mastery of teaching techniques must be demonstrated and substantiated. Consideration is to be given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses.
- When available, student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) presented for several different courses over a period of several recent years may provide a clear idea of the nominee's impact on students.
- **Scholarship and Professional Growth** – Candidates must be teacher/scholars who keep abreast of their own field and who use the relevant contemporary data from that field and related disciplines in their teaching. Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.
- **Student Services** – In relating to students, candidates must be generous with personal time, easily accessible, and must demonstrate a continual concern for the intellectual growth of individual students. The focus here is the accessibility of the nominee to students outside of class; e.g. office hours, conferences, special meetings, and the nominee's responsibility in terms of student advisement.
- **Academic Standards and Requirements, and Evaluation of Student Performance** – Candidates must set high standards for students and help them attain academic excellence. **Quantity and quality of work that is more than average for the subject must be required of the students.** Candidates must work actively with individual students to help them improve their scholarly or artistic performance. This individual interaction is an important source of information that indicates the nature and level of instruction offered by the nominee. Consideration is to be given to the quality, quantity, and difficulty of the tasks or work assigned to students.
- Candidates' evaluations of students' work must be strongly supported by evidence. Candidates must be willing to give greater weight to each student's final level of competence than to the performance at the beginning of the course. Since expert teachers enable students to achieve high levels of scholarship, it is possible that the candidates' marking records may be somewhat above average. There must also be evidence that candidates do not hesitate to give low evaluations to students who do poorly. For this category, consideration should be given to grading patterns, particularly grade distributions for all courses in at least two recent years. Evidence in support of student performance may also be assessed by the accomplishments of students, including placement and achievement levels.

Eligibility Criteria - EIT

Academic Background – Candidates must be tenured, tenure-track, or full-time non-tenured 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.

Academic Rank – Candidates may hold any full-time academic rank as defined in SUNY Board of Trustees policies: professor, associate professor, assistant professor, instructor or assistant instructor, clinical professor, and full-time non-tenure track faculty including the title Lecturer are eligible for nomination.

Length of Service – Candidates must have completed three academic years of full-time teaching at the nominating campus out of the five years on the nominating campus immediately prior to the year of nomination.

FORMAT OF EXCELLENCE IN TEACHING NOMINATION FILE

1. **Nominator's letter.**
2. **Chairperson's letter.**
3. **Current and detailed curriculum vitae.**
4. **List of courses taught** in chronological order indicating level.
5. **Letters from peers:** not more than 5 (both on and off campus). Letters emailed or faxed to the nominator are acceptable.
6. **Letters from students:** former and/or current – not more than 5. Letters emailed or faxed to the nominator are acceptable.
7. **Evidence of grading or evaluator policy** of candidate. **Course evaluations:** statistical summaries of evaluations presented for several different courses, covering at least 3 years (but not more than 10), accompanied by a typed representative sample of student comments from the original evaluations.
8. **Statement of educational philosophy** prepared by the candidate.
9. **Description of educational efforts** such as innovative devices, curriculum, syllabi, etc.
10. **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.**