

**Chancellor’s Awards for Excellence and Distinguished Professorships**  
(updated August 2018)

Award	Eligibility	Selection Criteria	Required Documentation
Excellence in Classified Service	<ul style="list-style-type: none"> <li>▪ Must have completed 3 years of continuous full time permanent service in the classified service position for which they are nominated.</li> <li>▪ Not a previous winner.</li> <li>▪ <b>Posthumous nominations ineligible.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.</li> <li>▪ Excellence in activities beyond the scope of the job description.</li> <li>▪ Creativity and flexibility in performing his or her position to meet campus needs.</li> <li>▪ Exemplary customer service to students, staff, patients, and other members of the campus community.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resume or CV</li> <li>▪ <b>Maximum 1-2 page letter OR personal statement to the committee highlighting selection criteria.</b></li> <li>▪ At least three letters of recommendation addressing selection criteria.</li> <li>▪ For more information, see: <a href="http://system.suny.edu/communitycolleges/classified-service-awards/">http://system.suny.edu/communitycolleges/classified-service-awards/</a></li> </ul>
Excellence in Faculty Service	<ul style="list-style-type: none"> <li>▪ Three academic years of full time service during the past five years.</li> <li>▪ Full-time teaching (tenured or tenure track) faculty carrying campus-defined full-time teaching load (including Department Chairs/Program Directors).</li> <li>▪ <b>Full-time non-tenure track faculty</b></li> <li>▪ Except for Department Chairs, teaching requirements must constitute more than 50% of the position’s responsibility.</li> <li>▪ Any full-time academic rank is eligible for the award.</li> <li>▪ Recipients of an excellence award may not be nominated for another excellence award within a five-year interval.</li> <li>▪ Recipients may not be re-nominated for an award in the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consistently superior service sustained over multiple years</li> <li>▪ May include service to the campus, the State University, the local community or contributions at the regional, state-wide, national or international levels.               <ul style="list-style-type: none"> <li>○ Eligible activities include service contributions to: Candidate’s discipline; disciplinary and professional organizations and societies; leadership in local or system-wide faculty governance.</li> </ul> </li> <li>▪ Service must exceed the work generally considered to be part of basic professional obligation.</li> <li>▪ Service must exceed that for which faculty are normally compensated.</li> <li>▪ Positive evidence of outstanding achievement and skill in providing leadership, outreach, or other University and/or community service or extraordinary service and leadership in the nominee’s professional organization.</li> <li>▪ Scope of service must be geared toward effecting positive change, and must involve the generous giving of personal time in service areas.</li> <li>▪ Demonstrates initiative and creativity in exceeding these standards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resume or CV</li> <li>▪ Maximum 1-2 page letter OR personal statement to the committee highlighting selection criteria.</li> <li>▪ At least three letters of recommendation addressing selection criteria.</li> <li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf</a></li> </ul>

	<ul style="list-style-type: none"> <li>▪ same category</li> </ul>		
Excellence in Professional Service	<ul style="list-style-type: none"> <li>▪ This award is reserved for Staff (full-time faculty are not eligible)</li> <li>▪ 3 years in a full-time service capacity for which they are nominated during the last five years.</li> <li>▪ Not a previous winner of this award.</li> <li>▪ More than 50% of assignment is non-teaching</li> <li>▪ Positions eligible for this award include: Directors/Heads of Libraries, academic administration, business affairs, institutional support technologies, instructional and research support technologies.</li> <li>▪ Support staff not serving in professional class titles are ineligible (please see Classified Service Award)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nominees repeatedly seek to improve themselves, their campuses, and ultimately the State University and, in doing so, transcend the normal definitions of excellence.</li> <li>▪ <u>At all position levels</u>: Serve as a professional role model for a University system in pursuit of excellence.</li> <li>▪ <u>Within position description</u>: Performs superbly in fulfilling the job description for position held.</li> <li>▪ <u>Beyond the position description</u>: <ul style="list-style-type: none"> <li>○ Demonstrates excellence in professional activities beyond the parameters of the job description.</li> <li>○ Satisfies standards in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional needs</li> <li>○ Capabilities and accomplishments in areas of leadership, decision making and problem solving.</li> <li>○ Evidence includes professional recognitions, initiation of ideas, development of proposals, and committee activities.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Resume or CV</li> <li>▪ Maximum 1-2 page letter OR personal statement to the committee highlighting selection criteria.</li> <li>▪ At least three letters of recommendation addressing selection criteria.</li> <li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf</a></li> </ul>
Excellence in Librarianship	<ul style="list-style-type: none"> <li>▪ Three years of full time service during the last five years.</li> <li>▪ Recipients of an excellence award may not be nominated for another excellence award within a five year interval.</li> <li>▪ Recipients may not be re-nominated for an award in the same category</li> <li>▪ Full-time appointment as a professional librarian.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>Skill in librarianship</u> – positive evidence of candidate’s ability to perform librarianship duties in a creative and innovative fashion that is of outstanding quality.</li> <li>▪ <u>Service to the University and the Profession</u>– in providing librarianship services, the candidate must be generous with personal time and easily accessible; flexible and adapt readily to the needs of the library, the College and constituents served.</li> <li>▪ <u>Scholarship and continuing professional growth</u> – must keep abreast of developments in field and use relevant contemporary data in relation to the candidate’s work (e.g. references to publications, membership and work in professional organizations, attendance at meetings, seminars, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resume or CV</li> <li>▪ Maximum 1-2 page letter OR personal statement to the committee highlighting selection criteria.</li> <li>▪ At least three letters of recommendation addressing selection criteria.</li> <li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf</a></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Must possess an MLS degree.</li> <li>▪ Head of campus library ineligible (please see Professional Service Award)</li> </ul>		
Excellence in Scholarship and Creative Activities	<ul style="list-style-type: none"> <li>▪ Three academic years of full time service during the last five years.</li> <li>▪ Recipients of an excellence award may not be nominated for another excellence award within a five-year interval.</li> <li>▪ Recipients may not be re-nominated for an award in the same category</li> <li>▪ Full-time teaching tenured or tenure track faculty.</li> <li>▪ <b>Full-time non-tenure track faculty.</b></li> <li>▪ Any full-time academic rank is eligible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Outstanding scholarly and creative productivity, conducted in addition to teaching.</li> <li>▪ <u>Scholarship (research in the sciences, social sciences, and humanities):</u> <ul style="list-style-type: none"> <li>○ An excellent sustained record of research publications in peer-reviewed journals, and/or research monographs, and/or research-oriented texts; OR</li> <li>○ 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.</li> </ul> </li> <li>▪ <u>Creative productivity (generally the fine or performing arts of those fields where creative productivity constitutes scholarship (e.g., culinary arts):</u> <ul style="list-style-type: none"> <li>○ A record of excellence in creative activity appropriate for the specific field or discipline, such as exhibitions, shows, performances, productions, and stage work, OR</li> <li>○ A record demonstrating evidence of critical reviews, grants, inclusion of works in permanent collections, retrospectives, and other forms of external recognition and acclaim.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Resume or CV</li> <li>▪ Maximum 1-2 page letter OR personal statement to the committee highlighting selection criteria.</li> <li>▪ At least three letters of recommendation addressing selection criteria.</li> <li>▪ Maximum of 1-3 pages of examples of scholarship or creative activities (pictures, scientific journal highlights, newspaper articles, press releases, etc)</li> <li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf</a></li> </ul>
Excellence in Adjunct Teaching	<ul style="list-style-type: none"> <li>▪ Nominees must be adjunct faculty as defined by specific SUNY institution. Individuals serving in full-time professional or academic positions at a SUNY institution are not eligible.</li> <li>▪ Must have taught, over the proceeding 5 years, a total of courses equivalent to one-half of a 3-year full-time teaching load in appropriate department.</li> <li>▪ May serve in adjunct roles at other educational institutions.</li> <li>▪ Must be employed by the nominating campus at time of</li> </ul>	<ul style="list-style-type: none"> <li>▪ Skill in teaching.</li> <li>▪ Positive evidence that the candidate performs superbly in educational environments.</li> <li>▪ Must maintain instructional policies that adapt readily to student needs, interests, and problems.</li> <li>▪ Mastery of teaching techniques must be demonstrated and substantiated.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resume or CV</li> <li>▪ Maximum 1-2 page letter OR personal statement to the committee highlighting selection criteria.</li> <li>▪ At least three letters of recommendation addressing selection criteria.</li> <li>▪ Number of students per course, and different teaching techniques employed in the course(s).</li> <li>▪ Demonstrated use of relative contemporary data from nominees’ disciplines in their teaching (may be scholarly or widely recognized experience in field)</li> <li>▪ Student evaluations for course(s) taught to support effectiveness of teaching.</li> <li>▪ For more information, see:</li> </ul>

	nomination.		<a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/excellence-in-adjunct-teaching/2018-2020-AdjunctTeachingAward-PoliciesProcedures.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/excellence-in-adjunct-teaching/2018-2020-AdjunctTeachingAward-PoliciesProcedures.pdf</a> <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/excellence-in-adjunct-teaching/2016-2018-Adjunct-in-TeachingPolicies-Procedures.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/excellence-in-adjunct-teaching/2016-2018-Adjunct-in-TeachingPolicies-Procedures.pdf</a>
Excellence in Teaching	<ul style="list-style-type: none"> <li>▪ Three academic years of full time service during the last five years.</li> <li>▪ Recipients of an excellence award may not be nominated for another excellence award within a five year interval.</li> <li>▪ Recipients may not be re-nominated for an award in the same category</li> <li>▪ <b>Full-time teaching tenure or non-tenure track faculty.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Superb classroom performance.</li> <li>▪ Flexible instructional policy that adapts readily to student needs, interests, problems.</li> <li>▪ Mastery of teaching techniques.</li> <li>▪ Scholarship in own field/keeps abreast and uses relevant contemporary data in teaching.</li> <li>▪ Evidence of publications, grants, presentations at conferences, artistic productions, etc.</li> <li>▪ Student services – generous with personal time, easily accessible outside of class, demonstrates continual concern for students’ intellectual growth (e.g. office hours, conferences, special meetings, student advisement)</li> <li>▪ Sets high standards for students and helps them attain academic excellence. Higher than average quantity and quality of work expected of students.</li> <li>▪ Active work with individual students to help them improve performance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Resume or CV</li> <li>▪ Maximum 1-2 page letter OR personal statement to the committee highlighting selection criteria.</li> <li>▪ At least three letters of recommendation addressing selection criteria.</li> <li>▪ Information about different courses taught, number of students per course and different teaching techniques employed in the various courses.</li> <li>▪ Student evaluations for several different courses over a period of several different years.</li> <li>▪ Grading distributions for all courses in at least two recent years.</li> <li>▪ Information about accomplishments of students, including placement and achievement levels.</li> <li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/chancellors-excellence-awards/2018-2020-ChancellorsAwards-Excellence-PoliciesProcedures.pdf</a></li> </ul>
Distinguished Service Professorship	<ul style="list-style-type: none"> <li>▪ Must have held rank of full professor for at least 5 years.</li> <li>▪ Three years full-time SUNY Delhi service.</li> <li>▪ Ten years full-time service</li> </ul>	<ul style="list-style-type: none"> <li>▪ A candidate for Distinguished Service Professor must demonstrate substantial distinguished service <b>both</b>: <ul style="list-style-type: none"> <li>○ At the local campus level and/or local community or regional level; and</li> <li>○ At the state and/or national- and/or international level.</li> </ul> </li> <li>▪ Distinguished service must exceed the service generally considered to be part of a</li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>CV</u>: An up-to-date and moderately comprehensive <i>vita</i> that should have separate sections for educational background, academic/visiting appointments, honors and awards</li> </ul>

	<p>within the State University of New York.</p>	<p>candidate's basic professional work (professional committees, etc.) and should include service that exceeds that for which professors are normally compensated. Distinguished service must extend over multiple years and involve the application of intellectual skills drawing from the candidate's scholarly and research interests to issues of public concern, and may include, but not be solely based upon, exceptional leadership in local and system-wide faculty governance.</p> <ul style="list-style-type: none"> <li>▪ <b><i>NOTE:</i></b> Faculty with a concurrent administrative appointment – above the level of department chair/director or equivalent – for which they receive extra compensation are ineligible.</li> <li>▪ Furthermore, it is not appropriate to build a nomination dossier of a former administrator based upon service while in an administrative appointment.</li> </ul>	<p>received, national academy memberships, publications, external funding, invited/keynote presentations, other presentations, teaching accomplishments (including lists of graduate dissertations, theses and research directed and other mentoring), and service contributions to the University, the community, and the profession (work with learned societies, editorial boards, conferences organized, and other relevant activities). Entries for awards should indicate significance of each item. <b><i>Specific data must include the date of the last update, the candidate's department, the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank.</i></b></p> <ul style="list-style-type: none"> <li>▪ Relevant professional and community service should be detailed.</li> <li>▪ Internal Letters of Recommendation: At least five, but no more than eight, letters are needed, including one from the Provost (Chief Academic Officer) and one from the candidate's Dean/Division Head that provide detailed information and the specific rationale – preferably in laymen's terms – for the candidate's nomination. Letters from those holding Distinguished rank are encouraged.</li> <li>▪ External Letters of Recommendation: External Letters of Recommendation: At least five but no more than eight, are needed to validate the stature of the candidate proposed for appointment. <b>Each external letter should be accompanied by a one to five page detailed description of the author's stature</b></li> </ul>
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			<p><b>sufficient to provide review panelists a context for the recommendation submitted.</b> In these letters, the recommenders should: comment briefly about their relationship to the candidate, corroborate the candidate’s merit for appointment, describe the candidate’s stature in the profession and/or community, catalog the candidate’s most important professional achievements, speak to the influence and impact of the candidate’s contribution on the profession and/or community, and explain the significance of the candidate’s service awards and honors.</p> <ul style="list-style-type: none"> <li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/distinguished-faculty-ranks/2017-2019_DistinguishedFacultyRank-Guidelines.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/distinguished-faculty-ranks/2017-2019_DistinguishedFacultyRank-Guidelines.pdf</a></li> </ul>
<p><b>Distinguished Teaching Professorship</b></p>	<ul style="list-style-type: none"> <li>▪ Must have held rank of full professor for at least 5 years.</li> <li>▪ Three years full-time SUNY Delhi teaching.</li> <li>▪ Ten years full-time service teaching within the State University of New York.</li> <li>▪ Faculty regularly carrying full-time teaching loads are eligible.</li> <li>▪ Department chairs/directors or equivalent may be nominated for the Distinguished Teaching Professorship contingent upon</li> </ul>	<ul style="list-style-type: none"> <li>▪ The primary criterion for appointment to the rank is skill in teaching, with evidence that the nominee’s work has elevated the standards of colleagues at their institution or the field in general. <ul style="list-style-type: none"> <li>▪ Mastery of subject matter</li> <li>▪ Sound scholarship</li> <li>▪ Service to the University and the broader community</li> <li>▪ Continuing growth</li> </ul> </li> <li>▪ The following criteria are to be used in the selection of persons to be nominated for the Distinguished Teaching Professorship: <ul style="list-style-type: none"> <li>○ <b>Teaching Techniques and Representative Materials</b> – 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</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>CV:</b> An up-to-date and moderately comprehensive <i>vita</i> that should have separate sections for educational background, academic/visiting appointments, honors and awards received, national academy memberships, publications, external funding, invited/keynote presentations, other presentations, teaching accomplishments (including lists of graduate dissertations, theses and research directed and other mentoring), and service contributions to the University, the community, and the profession (work with learned societies,</li> </ul>

	<p>the individual carrying the campus-defined full-time teaching load for all persons performing such administrative responsibilities.</p>	<p>student needs, interests, and problems. Mastery of teaching techniques must be demonstrated and substantiated. Consideration should be given to the number of substantially different courses taught, the number of students per course, and the teaching techniques employed in the various courses.</p> <ul style="list-style-type: none"> <li>○ <b>Student Evaluations</b> (in the form of student questionnaires administered and compiled by persons other than the nominee) should be presented for several different courses over a period of several recent years in order to provide the local selection committee with a clear idea of the nominee's impact on students.</li> <li>○ <b>Scholarship and Professional Growth</b> – The candidate must be a teacher/scholar who keeps abreast of and makes significant contributions in his or her own field and uses the relevant contemporary data from that field and related disciplines in teaching. Examples of evidence in this category may include publications or artistic productions, grant awards, and presentations at symposia in his or her disciplines.</li> <li>○ <b>Student Services</b> – In relating to students, the candidate must be generous with personal time, easily accessible, and must demonstrate a continual concern with the intellectual growth of individual students. For this category, consideration should be given to the accessibility of the nominee to students outside of class (e.g., office hours, conferences, special meetings, student advisement, and teaching-related services to students).</li> <li>○ <b>Academic Standards/Requirements and Evaluations of Student Performance</b> – The candidate 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. The candidate must actively work with students to help them improve their scholarly or artistic performance. The local selection committee should consider the quality, quantity, and difficulty of course-related work. Evidence of academic standards and requirements may be assessed by the accomplishments of students, including placement and achievement level.</li> </ul> <ul style="list-style-type: none"> <li>▪ Evidence strongly supporting candidate's evaluation of students' work. Expert teachers enable students to achieve high levels of scholarship. Consequently, it is possible that the candidate's marking record may be somewhat above the average of colleagues. But, there must be evidence that the candidate does not hesitate to give low evaluations to students who do poorly. Grading practices should be evaluated by the local committee. <b><i>In particular, grade distribution for all courses in recent academic years should be</i></b></li> </ul>	<p>editorial boards, conferences organized, and other relevant activities). Entries for awards should indicate significance of each item. <b><i>Specific data must include the date of the last update, the candidate's department, the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank.</i></b></p> <ul style="list-style-type: none"> <li>▪ Course Evaluations and Grade Distributions– Numerical summaries of selected student course evaluations and grade distributions should be included. Consideration will be given to grading patterns for all courses in at least two recent years. An explanation must be added if this information is not included.</li> <li>▪ Internal Letters of Recommendation: At least five, but no more than eight, letters are needed, including one from the Provost (Chief Academic Officer) and one from the candidate's Dean/Division Head that provide detailed information and the specific rationale – preferably in laymen's terms – for the candidate's nomination. Letters from those holding Distinguished rank are encouraged. <b>At least two of these letters should be from current students attesting to the candidate's teaching ability, dedication and service to students.</b></li> <li>▪ External Letters of Recommendation: At least five but no more than eight, are needed to validate the stature of the candidate proposed for appointment. <b>Each</b></li> </ul>
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		<p><i>included in the packet and any seemingly unusual grading patterns explained.</i></p> <ul style="list-style-type: none"> <li>▪ <b>NOTE:</b> In order to clarify the difference between the Distinguished Teaching Professorship and the Chancellor’s Award for Excellence in Teaching, the files for candidates must provide evidence that they have been involved, for a substantial period, in developing or promoting excellence in teaching through pedagogical methods and/or principles or in substantive educational enhancement either in their disciplines or to meet community needs on a regional, national, or international level.</li> </ul>	<p><b>external letter should be accompanied by a one to five page detailed description of the author’s stature sufficient to provide review panelists a context for the recommendation submitted.</b> In these letters, the recommenders should: comment briefly about their relationship to the candidate, corroborate the candidate’s merit for appointment, describe the candidate’s teaching techniques, catalog the candidate’s most important achievements, speak to the influence and impact of the candidate’s contribution to teaching in general or in the discipline, and explain the significance of the candidate’s awards and honors. At least two of these letters should be from former students of the candidate attesting to the candidate’s teaching ability, dedication and service to students.</p> <ul style="list-style-type: none"> <li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/distinguished-faculty-ranks/2017-2019_DistinguishedFacultyRank-Guidelines.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/distinguished-faculty-ranks/2017-2019_DistinguishedFacultyRank-Guidelines.pdf</a></li> </ul>
Distinguished Professorship	<ul style="list-style-type: none"> <li>▪ Must have held rank of full professor for at least 5 years and must have one year of full-time service at the nominating institution.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The person's work must be of such a character that the individual’s presence will elevate the standards of scholarship of colleagues both within and beyond the individual’s respective academic field.</li> <li>▪ The individual must have achieved national or international prominence and a distinguished reputation within the individual’s chosen field through significant contributions to the research literature or through artistic performance or the creative arts, beyond that which is expected for a full professor.</li> <li>▪ The individual must have obtained national or international awards that provide evidence of distinguished research, scholarship, or other creative activity.</li> <li>▪ Individuals who are also inventors should have achieved prominence as assessed by the</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>CV:</b> An up-to-date and moderately comprehensive <i>vita</i> that should have separate sections for educational background, academic/visiting appointments, honors and awards received, national academy memberships, publications, external funding, invited/keynote presentations, other presentations, teaching accomplishments (including lists of graduate dissertations,</li> </ul>

		extent their discoveries have had measurable benefit to society.	<p>theses and research directed and other mentoring), and service contributions to the University, the community, and the profession (work with learned societies, editorial boards, conferences organized, and other relevant activities). Entries for awards should indicate significance of each item. <i>Specific data must include the date of the last update, the candidate's department, the date of appointment to the SUNY system, highest rank attained and date of appointment to that rank.</i></p> <ul style="list-style-type: none"><li>▪ Articles in refereed and non-refereed journals should be clearly distinguished from one another and, preferably, listed separately with full pagination and ordered by date of publication. Books should be listed separately from articles. Publications with multiple authors should indicate the senior author, if there is one, either by a note at the beginning of the publications list (if senior author position is consistent throughout) or by an asterisk indicating the senior author in each entry. External funding entries should indicate agency, amount, dates, and, if there are multiple named researchers, who is the principal investigator (PI). If available, citation information from Google Scholar or other sources should be provided.</li><li>▪ <u>Internal Letters of Recommendation:</u> At least five, but no more than eight, letters are needed, including one from the Provost (Chief Academic Officer) and one from the candidate's Dean/Division Head that provide detailed information and the specific rationale – preferably in laymen's</li></ul>
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			<p>terms – for the candidate’s nomination. Letters from those holding Distinguished rank are encouraged.</p> <ul style="list-style-type: none"><li>▪ <u>External Letters of Recommendation:</u> At least five but no more than eight, are needed to validate the stature of the candidate proposed for appointment. <b>For DP, each external letter of recommendation should be accompanied either by the author’s full and current <i>curriculum vita</i> or a very detailed description of the author’s stature sufficient to provide review panelists a context for the recommendation submitted.</b> These letters should be from individuals whose own status or accomplishment is appropriate to a promotion at this level. They should be persons sufficiently acquainted with both the candidate’s work and the profession to be able to write an <i>informed</i> letter specifically locating the candidate’s standing in and contribution to the discipline, and explaining the significance of the candidate’s awards and honors. <b><i>Letter writers should be disinterested, that is, generally individuals who have not collaborated, co-authored, co-taught, or been in a student-teacher relationship with the candidate.</i></b> If the letter writers have collaborated with the candidate in the past, they should pass the same distance test used by the major funding agencies in the candidate’s field: if the relationship is recent or close enough that the proposed letter writer would have to recuse</li></ul>
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			<p>himself/herself from a funding panel considering an application for that candidate, then the proposed letter writer is too recent or close for this promotion dossier.</p> <ul style="list-style-type: none"><li>▪ For more information, see: <a href="http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/distinguished-faculty-ranks/2017-2019_DistinguishedFacultyRank-Guidelines.pdf">http://system.suny.edu/media/suny/content-assets/documents/academic-affairs/distinguished-faculty-ranks/2017-2019_DistinguishedFacultyRank-Guidelines.pdf</a></li></ul>
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