

EXCELLENCE IN PROFESSIONAL SERVICE

The Chancellor's Award for Excellence in Professional Service recognizes consistently superior professional achievement within and beyond the position.

ELIGIBILITY

Candidate Background: Candidates must have a non-teaching, full-time professional appointment at Stony Brook University, the Research Foundation, or any other integral unit of the University (which includes, among others, University Hospital, Stony Brook Foundation, Faculty Student Association, Clinical Practice Management Plan, and Day Care Centers).

Length of Service Candidates must have completed at least 3 years of continuous full-time professional service in the position for which they are nominated prior to the year of nomination.

Specific Categories: Specific categories included for these awards are academic administration, business affairs, student affairs, health care, institutional support technologies, institutional support services, instructional and research support technologies, and directors of campus libraries.

Restriction: Recipients of an Excellence Award may not be nominated for another Excellence Award within a ten-year period; recipients of an Excellence Award may not be re-nominated for an award in the same category.

CRITERIA FOR SELECTION

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 shall be used in selecting persons for nomination for the award:

Within the Position Description: The candidate must perform superbly in fulfilling the job description for the position held.

Beyond the Position Description: The candidate should also demonstrate excellence in professional activities beyond the parameters of the job description, satisfying the standards in a creative and innovative fashion while demonstrating flexibility and adaptability to institutional needs. Consideration should be given to capabilities and accomplishments in the areas of leadership, decision making, and problem solving. Evidence in this category would include professional recognitions, initiation of ideas, development of proposals, committee activities, etc.

FORMAT OF NOMINATION FILE

1. **Nomination Form** as the first page of the file.
2. **Current and detailed curriculum vitae.**
3. **Supporting statements:** Letters of recommendation from the nominee's supervisors, colleagues, and constituents served, if appropriate. Letters should address the nominee's most outstanding qualifications and specific major achievements and include reference to the criteria for these awards. No more than 15 statements may be submitted.

4. **Summary Presentation:** The file must include, in **ESSAY FORMAT (not letter format, not written in the first person, 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. In addition to being included in the nomination file, the Summary Presentation must be submitted electronically as a WORD document attachment to Regina Funaro (regina.funaro@stonybrook.edu). **IMPORTANT:** After the campus selection committee makes its recommendations to the President, **ONLY THE SUMMARY PRESENTATION** will be submitted to Albany to make the case for the nominee. **Albany does not see the nomination file.**

DEADLINE: November 16, 2006. No nomination files will be accepted after the deadline.

Send the completed Nomination File **plus** 10 additional stapled copies to:

Selection Committee

Excellence in Professional Service

Administration Building, Room 407

Z-1401