

**Guidelines for the Chancellor's Awards Program
(revised 21 March 2003)**

The Executive Committee of Faculty Governance establishes a Chancellor's Award Program Nomination Committee in October. The Executive Committee may serve this function if desired. The role is to solicit nominations based on the most recent information available (this may be the past year's guidelines as listed on the SUNY Provost's webpage). Solicitation should be from the entire ESF community, including faculty, professional staff, administration and students. The Committee will promote nominations for the various awards using email messages, web pages, notification of the UGO and GSO, the Knothole, etc. All nomination letters and letters of support solicited by the nominator should be made in electronic form. All supporting materials assembled should be prepared based on the particular award criteria published by the Chancellor's Award program. Self nomination for any award is forbidden.

The Nomination Committee will oversee the appointment of a Selection Committee and any sub-committees necessary, based on the particular guidelines for composition of the Selection Committee (these differ, depending on the award). The Nomination Committee should regularly monitor the SUNY Provost's website to learn of new announcements and deadlines for the Chancellor's Award Program.

When the current year's Chancellor's Awards Program is announced, typically in January, the Nomination Committee and Selection Committee should evaluate the new guidelines for eligibility, process and procedure, verifying that the campus procedures in use are in concert with the current year's guidelines. Corrective action, if any is required, should be taken.

Based on knowledge of the new call for nominations issued by the SUNY Chancellor's Award Office (in January), the Nomination Committee will consult with the Selection Committee, determine the desirability of a second call for nominations and take action as appropriate.

The Selection Committee (and/or its Sub-committees) will evaluate the nominees according to the evaluation criteria published for each award. The Committee will submit in electronic form all nomination materials to the Dean of Instruction and Graduate Studies who will prepare the nomination dossiers and transmit these to the ESF President for his approval and signature. The Dean will submit the dossiers to the SUNY Awards Program Office before the deadline.

In the event the College's candidate for any of the awards is successful, the Executive Committee will work with the President to recognize the awardee in a suitably public recognition ceremony.