

**TO:** SUNY Cortland Faculty Senate

**FROM:** Lynn MacDonald, Chair

**DATE:** November 29, 2018

**RE:** SUNY Awards Procedures

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Each year, we have an opportunity to recognize exceptional colleagues through the Chancellor's Awards for Excellence (CAE) and the Distinguished Faculty Ranks (DFR). These recognitions include the CAE in Faculty Service (CAEFS), CAE in Librarianship, CAE in Professional Service, CAE in Scholarship and Creative Activities, CAE in Teaching, Distinguished Librarian, Distinguished Professor, Distinguished Service Professor and Distinguished Teaching Professor.

As senate chair, I am requesting that the Senate endorse formal procedures for the selections of these awards and ranks. The procedures would be fully implemented by fall 2019, with the transition beginning with this year's nominees.

**Rationale:**

The Senate already plays a role in the selection process for SUNY awards. According to *SUNY Policies and Procedures for CAE*, "the campus selection committees for these awards shall be appointed by the campus governance structure (as is currently done by each campus for appointment of other faculty committees) with the concurrence of the campus President. The committee shall include the chair (or chair's designee) of the campus faculty governance organization; one member, designated by the campus President, to act in an ex officio capacity; and faculty and student representation" (p. 9). The description for the campus committees for DFRs is very similar.

In the past, the chairs of Faculty Senate have participated in the selection of the recipients but much of the organizational work of the committees has been done by the President's office. At this time, most committees lack formal operating procedures. After consulting with the previous chair, I have been working with the offices of the President and the Provost to develop procedures for each committee that (1) closely align with SUNY policies; (2) establish general timelines and define eligibility for committee membership; and (3) provide guidance to committee members and nominees regarding expectations.

The intent is for the Senate to take greater ownership of these committees and not rely so heavily on the President's Office, although that office is still substantially involved as is expected in the *SUNY Policies and Procedures*. Establishing formal procedures for these committees may also enhance perceptions of objectivity, transparency, and confidence in the process across campus.

## Organizing Points:

- ❖ The CAEs are highly-regarded awards while the DFRs are promotions (personnel action) and the most prestigious ranks that can be achieved in the SUNY System. DFR recipients receive a raise and special honors, such as membership in the SUNY Distinguished Academy. DFRs also have obligations and responsibilities that accompany their new rank, which are outlined in the *SUNY DFR Policies and Procedures*. Given the special nature of DFRs, the selection process is more rigorous than the CAE.
- ❖ In the recent past, the Teaching Awards Committee has been responsible for both the Distinguished Teaching Professorship (DTP) and the Chancellor's Award for Excellence in Teaching (CAET). In these procedures, the Teaching Awards Committee has been split into separate committees for the DTP and CAET. Other DFR and CAE committees were already separate and remain that way.
- ❖ The procedures for CAE committees are similar to each other, as are the procedures for the DFR committees. The exceptions are the teaching recognitions. The DTP and the CAET procedures differ from the other DFR and CAE procedures because they involve teaching observations over two semesters, with the whole process taking place over two years. Other DFR and CAE procedures are completed over two semesters.
- ❖ The DTP and CAET procedures include suggested observation instruments, which were collected by the previous chair, Judy Ouellette.
- ❖ All new procedures include two checklists: one for nominee eligibility and one that contains the criteria for the award or promotion. These criteria were adopted from the *SUNY Policies and Procedures* and should assist committee members in making decisions about nominees.
- ❖ All procedures provide guidance on committee membership.
- ❖ At the final committee meeting of the year, a chair will be selected from among the committee members. The chair will then be responsible for calling meetings of the committee in the next award/promotion cycle.
- ❖ Committee chairs will also be responsible for ensuring that each committee writes the letter of recommendation to the President as well as the draft of the 4 – 5 page summary statement for the SUNY nomination. Committee chairs will work closely with the President's Office to ensure all components of the SUNY Nomination Portfolio are prepared in a timely manner.
- ❖ Under the new procedures, the DFR and CAE procedure documents will be kept by the administrative assistant to the Faculty Senate, who will also track committee membership and terms.