



# Chancellor's Award for Excellence in Librarianship

## 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 by the Provost's Office **after the November 6, 2024** deadline **will not be accepted**.

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### 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 LIBRARIANSHIP (EIL)**

#### **Nature of the Program – EIL**

The Chancellor's Award for Excellence in Librarianship recognizes consistently superior professional achievement in the field of librarianship.

### Selection Criteria – EIL

Nominees for the award must have demonstrated extraordinary performance in the following areas:

- **Skill in Librarianship** – There must be positive evidence that the candidate performs superbly in fulfilling librarianship duties. Consideration should be given to the candidate's ability to perform this function in a creative and innovative fashion that is of outstanding quality.
- **Service to the University and to the Profession** – There must be evidence that the candidate is flexible and adapts readily to the needs of constituents served. Eligible service areas include contributions to the library, the campus, the State University, the community and the profession.
- **Scholarship and Continuing Professional Growth** – The candidate must keep abreast of developments in the field and use relevant contemporary data in relation to that person's work situation. Evidence in this category should include references to publications, membership and work in professional organizations, attendance at meetings, seminars, etc.

### Eligibility Criteria – EIL

1. **Academic Background** – Candidates must hold full-time appointment as a faculty librarian and must possess a Master of Library Science (MLS) or equivalent (e.g., MLIS).
2. **Academic Rank** – Candidates may hold any academic rank as defined in the SUNY Board of Trustees policies: individuals having the titles of librarian, associate librarian, senior assistant librarian and assistant librarian.
3. **Restrictions** – Individuals serving as head of the campus library - or of all the libraries for institutions with multiple libraries - are also ineligible for nomination. However, the head of the library may be eligible for the Excellence in Professional Service Award if this individual satisfies the other selection and eligibility criteria for that award.

### FORMAT OF EXCELLENCE IN LIBRARIANSHIP NOMINATION FILE

1. **Nominator's letter.**
2. **Current and detailed curriculum vitae.**
3. **Supporting Statements:** Letters of recommendation from the nominee's supervisors, colleagues, and library patrons that attest to the candidate's understanding accomplishments and skills in the areas of librarianship, service to the University and the profession, scholarship, and continuing professional growth. All areas must be addressed in at least one letter. No more than 15 statements may be submitted. Letters emailed or faxed to the nominator are acceptable.
4. **Statement from the candidate:** This should be a concise statement of the nominee's philosophy of and approach to providing librarian services at Stony Brook.
5. **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 address **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.**