**Schenectady County Community College Nomination Form for:**

**SUNY Chancellor’s Award for Excellence in Professional Service**

The Chancellor’s Award for Excellence in Professional Service recognizes consistently superior professional achievement within and beyond the position. 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 of this award:

**Within the Position Description** – The candidate must perform superbly in fulfilling the job description for the position held; and

**Beyond the Position Description** – The candidate should also demonstrate excellence in professional activities **beyond** the parameters of the job description. The ideal candidate will satisfy 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 includes, but is not limited to, professional recognitions, initiation of ideas, development of proposals, and committee activities.

**Nominee**

|  |
| --- |
| Name:  |
| Title:  |
| Division:  |
| Business Phone Number:  |

**Submitted by**

|  |
| --- |
| Name:  |
| Title:  |
| Division:  |
| Business Phone Number:  |

***In an effort to provide maximum support for your nominee, you are encouraged to provide as many of the following details as possible, providing specifics where feasible.***

**I. Please list up to five examples which demonstrate the nominee’s ability to superbly perform within his or her job description.**

|  |
| --- |
| **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |

**II. Please list up to five examples which demonstrate the nominee’s ability to superbly perform beyond his or her job description. This would include demonstrating the candidate’s ability to adapt to institutional needs, with consideration given to accomplishments in the areas of leadership, decision-making, and problem solving. Evidence in this category includes but is not limited to, professional recognitions, initiation of ideas, development of proposals and committee activities.**

|  |
| --- |
| **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |

***If you would like to expand on any of your examples, you may submit a narrative statement (less than 500 words) in support of this nomine***

**Narrative of support:**

**Please place all ballots in any one of the conveniently located ballot boxes as these will be delivered to the Office of the Human Resources, E126, no later than 4 p.m. on November 30, 2016. Ballot boxes can be found at the security desks in Elston Hall, Center City and the Music Building; Library; the Office of the President; and the copy room.**