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

**SUNY Chancellor’s Award for Excellence in Teaching**

The Chancellor’s Award for Excellence in Teaching recognizes consistently superior teaching at the graduate, undergraduate, or professional level in keeping with the State University’s commitment to providing its students with instruction of the highest quality.

The primary criterion is skill in teaching. Additionally, consideration is also given to sound scholarship (usually demonstrated through publications or artistic productions), outstanding service to students, as well as service to the State University and to the campus. The following criteria are to be used in selecting nominees for this award:

**Teaching Techniques and Representative Materials** – There must be positive evidence that the candidate performs superbly in the classroom. The nominee must maintain a flexible instructional policy that adapts readily to student needs, interests and problems. Mastery of teaching techniques must be demonstrated and substantiated. Consideration is to be given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses.When available, student evaluations (in the form of student questionnaires administered and compiled by persons other than the nominee) presented for several different courses over a period of several recent years may provide a clear idea of the nominee's impact on students.

**Scholarship and Professional Growth** – Candidates must be teacher/scholars who keep abreast of their own field and who use the relevant contemporary data from that field and related disciplines in their teaching. Evidence in this area includes, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.

**Student Services** – In relating to students, candidates must be generous with personal time, easily accessible, and must demonstrate a continual concern for the intellectual growth of individual students. The focus here is the accessibility of the nominee to students outside of class; e.g. office hours, conferences, special meetings, and the nominee's responsibility in terms of student advisement.

**Academic Standards and Requirements, and Evaluation of Student Performance** – Candidates must set high standards for students and help them attain academic excellence. **Quantity and quality of work that is more than average for the subject must be required of the students.** Candidates must work actively with individual students to help them improve their scholarly or artistic performance. This individual interaction is an important source of information that indicates the nature and level of instruction offered by the nominee. Consideration is to be given to the quality, quantity, and difficulty of the tasks or work assigned to students.

Candidates' evaluations of students' work must be strongly supported by evidence. Candidates must be willing to give greater weight to each student's final level of competence than to the performance at the beginning of the course. Since expert teachers enable students to achieve high levels of scholarship, it is possible that the candidates' marking records may be somewhat above average. There must also be evidence that candidates do not hesitate to give low evaluations to students who do poorly. For this category, consideration should be given to grading patterns, particularly grade distributions for all courses in at least two recent years. Evidence in support of student performance may also be assessed by the accomplishments of students, including placement and achievement levels.

**Nominee**

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

**Submitted by**

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| 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 excellent use of teaching techniques and classroom performance. This includes a flexible instructional policy that adapts readily to student needs. Mastery of teaching techniques must be demonstrated and substantiated. Consideration is given to the number of substantially different courses taught, the number of students per course, and the different teaching techniques employed in the various courses. When available, student evaluations over a period of several recent years may provide an indicator of the nominee’s impact on the students.**

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| **3.** |
| **4.** |
| **5.** |

**II. Please list up to five examples which demonstrate the nominee’s scholarship and professional growth. The nominee keeps abreast of contemporary events in his own field and uses the relevant data in his own teaching. Evidence may include, but is not limited to, publications, grants, presentations at conferences, artistic productions, etc.**

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**III. Please list up to five examples which demonstrate the nominee’s concern for students’ intellectual growth.**

**The nominee is generous with his personal time and easily accessible to the students. The focus is the accessibility of the nominee to students outside of class; e.g. office hours, conferences, special meetings, and the nominee’s responsibility in terms of student advisement.**

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**IV. Please list up to five examples which demonstrate the nominee’s high standards for students and how the nominee helps those students attain academic excellence. Quantity and quality of work that is more than average for the subject must be required of the students. The nominee must work actively with individual students to help them improve their scholarly or artistic performance. Consideration is to be given to the quality, quantity and difficulty of the tasks or work assigned to students.**

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| **1.** |
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***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 nominee.***

 **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.**