



To: All Full Faculty, Adjunct Faculty, Librarians, and Professional Staff

From: Drs. Alireza Ebrahimi & Lorenz S. Neuwirth (Co-Chairs), Faculty University Awards Committee (FUAC)

Date: October 24, 2022

RE: Information and Deadlines for Submitting Files to FUAC for the 2022-2023 Academic Year

The State University of New York (SUNY) provides annual opportunities for the College, Full Faculty, Adjunct Faculty, Librarians, and Professional Staff to apply for SUNY-level awards for Shared Governance, Excellence, and of Distinguished Faculty Ranks.

Information about the awards can be found on the following SUNY websites:

- <https://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>
- <https://www.suny.edu/impact/education/faculty/distinguished-faculty-ranks/>
- <https://system.suny.edu/academic-affairs/faculty-staff-awards/excellence-in-adjunct-teaching/>
- <https://system.suny.edu/academic-affairs/faculty-staff-awards/chancellors-excellence-awards/>

Note: Please click on the relevant links for the awards to read their descriptions, guidelines and detailed requirements. Candidates must have completed a minimum of three academic years of full-time appointment (years do not need to be consecutive) at the nominating campus prior to the year of nomination.

Nominators need to notify FUAC by emailing the Co-Chairs of their intent to submit any nominations as soon as possible so the committee can provide further guidelines to the applicants for the specific award and how to submit the files remotely. Please contact Faculty Senate Secretary, Dinorah I. Martinez, at Ext.: 3117 and martinezd@oldwestbury.edu as well as FUAC Co-Chairs Drs. Alireza Ebrahimi and Lorenz S. Neuwirth (ebrahimia@oldwestbury.edu & neuwirthl@oldwestbury.edu) for all communications and consultation to increase the transparency and clarity for submitting files for a specific award.

Below are a list of the four annual awards, the specific award per category, the number of nominations that can be put forth by FUAC to the Office-in-Charge/President for review and approval, and the deadlines for applicants submitting files to FUAC locally at SUNY Old Westbury. (Note: Yellow = SUNY-level deadlines; Red = FUAC deadlines; Green = Officer-in-Charge/President deadlines)

Chancellor's Award for Excellence in Adjunct Teaching:

SUNY-level deadline Tuesday November 8, 2022

Old Westbury can put forth a total of 2 nominations per year **for the one award category Excellence in Adjunct Teaching (EIAT)**

- **Due to FUAC by Tuesday, September 9, 2022**

Shared Governance Award:

SUNY-level deadline Tuesday November 15, 2022

Old Westbury can put forth a total of 1 nomination per year **across all 64 SUNY campuses.**

Each College can nominate itself each year.

Shared Governance (SG)

- **Due to FUAC by Tuesday, September 9, 2022**

Chancellor's Excellence Awards:

SUNY-level deadline Tuesday February 20, 2023

Old Westbury can put forth a total of 7 nominations per year **based on select categories**

Excellence in Faculty Service (EIFS; **1 nomination**)

Excellence in Librarianship (EIL; **1 nomination**)

Excellence in Professional Service (EIPS; **2 nominations**)

Excellence in Scholarship and Creative Activities (EISACA; **1 nomination**)

Excellence in Teaching (EIT; **2 nominations**)

- **Due to FUAC by Friday, January 6, 2023**

Distinguished Professorship Awards:

SUNY-level deadline Friday January 13, 2023

Old Westbury can put forth a total of 2 nominations per year **based on having 150 or more full-time faculty as per SUNY Policies & Procedures.**

- **Due to FUAC by Friday, August 19, 2022 & Friday November 18, 2022**

Please note the following FUAC local SUNY Old Westbury Policies and Procedures for reviewing applicant files:

1. In order to streamline the review of all applicant files, FUAC will follow the current SUNY award Policies and Procedures guidelines for each award category.
2. FUAC **will not** accept incomplete files or files submitted after the aforementioned deadlines.
3. A comprehensive self-evaluation is expected that includes **the arc of all activities** submitted relevant to the award beginning from the applicant's initial appointment. This will be used by FUAC to contextualize the merit of the applicant's file when putting forth an applicant to the President for review and approval.
4. A comprehensive file adhering to the SUNY award specific Policies and Procedures is expected including a review of the **arc of all activities** submitted relevant to the award beginning from applicant's initial appointment. This will be used by FUAC to contextualize the merit of the applicant's file when putting forth an applicant to the President for review and approval.
5. FUAC **will not** consider letters of support, either internal or external, that have been used for other purposes. All letters of support must be specific to the award in which the applicant is seeking consideration.
6. FUAC requires that **the entire file** must be created for the specific award application. The only exception is if an applicant submitted a file and was not selected within the 2-year award cycles as per SUNY. In this case, the applicant may reapply the next year without recreating the file anew and may include additional information that has been completed/accomplished and updated and/or revised since the original application that was submitted. Internal and external letters are acceptable for a period of two-years from the initial application.
7. Letters from other faculty in the applicant's department are strongly encouraged, but the main nomination should come from a single nominator that can make the best case for the nominee (please refer to the SUNY OW FUAC Award Guidelines to review the details for internal and external letters).
8. All letters must be current (*i.e.*, within the last two-years) regarding the specific award, except as noted above under bullet 5.
9. Faculty that are currently serving on FUAC **must not** be asked to write letters of support (please refer to the SUNY OW FUAC Award Guidelines to review the suggested best practices).
10. The file must contain a table of contents.
11. The self-evaluation portion of the file must include and stress the applicant's productivity and philosophy of scholarship and creative activities, librarianship, research, teaching or service that go above and beyond the everyday duties and emphasize recognition at the national and international levels.

12. Since SUNY Policies and Procedures guidelines for these awards may be modified, any conflicts between SUNY and the local Old Westbury Policies and Procedures above will be resolved by deference to SUNY Policies and Procedures that are currently in effect at the time of the applicant's files submission. Please note and follow the Procedures for Faculty University Awards (Appendix V) in the Bylaws. Copies of the Bylaws and Award Procedures are in the Faculty Senate Office or can be obtained by contacting the Faculty Senate Secretary, Dinorah I. Martinez, at Ext.: 3117, martinezd@oldwestbury.edu.