SUNY College at Old Westbury

Faculty University Awards Committee

2016-2017 Annual Report
Submitted September 1, 2017

Campus Notification: The campus received notification of the 2016-2018 series of Chancellor's Awards for Excellence by memorandum dated July 22, 2016 from Provost Alexander Cartwright. For the current year the college community was notified of the awards and nominations were solicited by memorandum dated October 18, 2016 from the Co-Chairs of the Faculty University Awards Committee (FUAC), Distinguished Service Professor Minna Barrett and Chancellor's Award for Excellence in Teaching Recipient Associate Professor Carolyn Cocca. This memorandum indicated a submission deadline of January 4, 2017, and requested that intent to put forth a nomination be communicated to FUAC by November 4, 2016. Also included was an outline of campus policies and procedures as well as instructions for obtaining the official SUNY guidelines on the web.

The Committee met on September 27, 2017 because a nomination had been received before the call for nominations went out. After discussion, the Committee met again on October 27, confirmed with SUNY Central that the candidate was eligible for the award given the candidate's administrative duties, and wrote to the candidate's nominator on November 16, 2017, informing him to submit the file formally as per FUAC's letter dated October 18.

Campus Selection Committee: Consistent with SUNY guidelines, the local selection committee (the FUAC) was elected by the faculty and consisted of full-time faculty with considerable seniority. The committee was structured to include the local Faculty Senate Chair, a student representative, and a member designated by the campus President.

> FUAC Members: Carolyn Cocca (Chair), Martha Livingston, Laura Anker, Rita Colon-Urban, Martha Livingston, Duncan Quarless, Jeanette Freed (student), Kathleen Velsor (for Senate Chair).
> As per the bylaws, Senate Chair Kathleen Greenberg and elected member Minna Barrett did not continue to serve on the committee due to the receipt of a nomination from a faculty member in their department.

Nominations: At the close of nominations, January 4, 2017, one nomination for Distinguished Service Professor was received.

Evaluation Criteria: The criteria described in the SUNY guidelines for Distinguished Service Professorship were used without modification.

Materials: The Committee conducted its review considering the following materials received from the candidate.

1. Curriculum Vita.
2. Self-evaluation by the candidate including demonstration of "substantial distinguished service both: A. At the local campus level and/or local community or regional level; and B. At the state and/or national- and/or international level, and including service that exceeds that for which professors are normally compensated… over multiple years involving the application of intellectual skills drawing from the candidate's scholarly and research interests to issues of public concern."
3. Internal and external letters of recommendation (requirement of at least five but less than eight for each).
4. Supporting documents.

Meeting: January 25, 2017

All members present had read the candidate's files and examined the materials submitted. A discussion of strengths and weaknesses of the file was held. The committee found deficiencies not in the merit of the file, but in its format and content. After discussion, it was unanimously agreed that the Committee would recommend that the file be strengthened and resubmitted for the following round, 2017-2018. The Committee charged the Chair with drafting a letter with specific recommendations for revisions, which went out to the file's nominator on April 1. A response was a received from the candidate on April 3, and a subsequent letter with clarifications from the Committee went out to the candidate's nominator on April 11.