



The State University
of New York

POLICIES AND PROCEDURES

Academic Year 2015-16

SUNY Shared Governance Award



Nature of the Program:

The SUNY Shared Governance Award is a system-level honor and recognition conferred on a campus for outstanding contributions to the advancement of shared governance. This award underscores SUNY's commitment to academic excellence and public good through collaborative models of governance. Shared Governance is defined as administration/faculty/staff/student cooperation that is mutually recognized as effective engagement of the local governance structures and elected representatives on issues and policies that impact SUNY. Whenever possible, this cooperation should include shared and timely decision making, shared accountability, collaborative dialogue, and open communication.

Rewards of Selection

One campus each year may be selected for this award. Campuses selected for this award will serve as exemplars of the best practices in shared governance. A letter, certificate and a SUNY Shared Governance Award plaque will be bestowed to commemorate selection.

Campus Participation

All State University of New York campuses may self-nominate for this award, including but not limited to doctoral degree granting institutions, university colleges, technology colleges, and community colleges. System Administration is not eligible.

Number of Nominations

Each campus may nominate itself annually. Absence of submission in any cycle will not be detrimental to campus nominations made in subsequent cycles.

Selection Criteria:

To be considered, a campus must have significantly advanced a culture, principles and practices of shared governance. Such advancement will be evidenced and demonstrated by a successful and sustainable governance-related campus activity of lasting value that includes significant shared leadership and decision-making involving faculty/staff and student governance, and campus administration. Evidence in support of the nomination may include, but not limited to, one or more of the following:

- a. Inclusive decision making process as an integral component of shared governance.
- b. Respect for representative procedures and responsibilities within each constituency.
- c. Open and effective communication among all campus constituencies.

SELECTION PROCESS

The following describes the general requirements of eligibility for this award.

CAMPUS COMMITTEE

Committee Appointment and Structure – The campus nomination committee for this award shall be appointed by the campus governance structure (as is currently done by each campus for appointment of other faculty committees) with the concurrence of the campus President. The committee shall include the chair (or chair's designee) of the campus faculty governance organization; one member, designated by the campus President, to act in an *ex officio* capacity; and faculty and student governance representation.

Committee Role – The campus committee prepares the final nomination portfolio to go forward to System Administration.

The primary evaluation/preparation of the nomination is the responsibility of the campus. This means that the campus committee must determine that its nomination meets or exceeds one or more of the selection criterion for the award. The campus committee determines what approaches the campus will use to gather information for the nomination (e.g., bulletins, campus newspapers, e-mails, listservs, etc.); the process to develop the nomination to forward to System Administration; and the type of evidentiary materials (e.g., the number and source of letters of recommendations, types of work samples, etc.) to be provided in support of the nomination. **Please note that specific, concrete examples need to be provided.**

Nomination of an institution would be made jointly by the campus President and campus governance leader. Nominations should be sent to the Program Manager for Faculty and Staff Awards, Office of the Provost and Executive Vice Chancellor at System Administration.

Confidentiality

All nominations will be confidential and only the awardee will be announced.

REVIEW AT THE SYSTEM LEVEL

A system-wide, four-member selection committee that gives equal representation to faculty and administration in the 4-year and 2-year institutions will be formed. Specifically, the four-member selection committee will be constituted as per the following formula:

- a. A campus President or designee, and a governance leader or designee from 4-year institutions; and
- b. A campus President or designee, and a governance leader or designee from 2-year institutions.

The campus Presidents or designees of the 4- and 2-year institutions will be chosen by SUNY System Administration. The University Faculty Senate (UFS) President will choose the Campus Governance Leader (CGL) or designee from a 4-year institution; and, the President of the Faculty Council of Community Colleges (FCCC) will choose the Campus Governance Leader (CGL) or designee from a 2-year institution.

The Associate Provost and Associate Vice Chancellor for Faculty and Professional Development, and the Program Manager for Faculty and Staff Awards in System Administration will work with the Selection Committee to ensure compliance with application and evaluation process. Each nomination will be reviewed for compliance with the SUNY-wide criteria for selection and eligibility. This means that each nomination portfolio will be examined to confirm eligibility and to ensure that the portfolio contains substantive evidence in support of one or more of the selection criterion for the award. This evidence is critical to recommendation. Omission of such evidence can lead to non-recommendation of the nomination.

Only complete applications will be considered. If a packet is found to be incomplete, the campus President and/or the campus governance leader or designees will be contacted confidentially, and offered the option of providing the information sought by reviewers or of withdrawing the nomination. Contact with the campus President/governance leader will be made prior to making award recommendations to the Chancellor.

After review, the name of the campus recommended for this honor will be forwarded to the Chancellor through the Office of the Provost and Executive Vice Chancellor/System Administration. Selection is contingent upon approval of recommendations by the Chancellor.

SUPPORT FILE

The campus committee is responsible for preparing the nomination portfolio submitted to the Program Manager for Faculty and Staff Awards in System Administration. It must be collated in the order presented below and must include the following:

Checklist Cover Sheet – This form, provided in the appendix, **must be the first sheet of the nomination portfolio**. It is used to ensure compliance with award policies and procedures and for administrative purposes. The Checklist contains the certifications regarding eligibility and campus compliance with the program policies and procedures. The campus President and the chief governance leader (or their designees) must sign the Checklist.

Transmittal Letter – A brief transmittal letter addressing how the nomination met the selection criteria is required from the campus President and the chief governance leader (or their designees). This letter should reflect the campus's rationale for making the nomination and speak succinctly to the merit of the nomination. The letter should be addressed to the State University Provost and Executive Vice Chancellor, Dr. Alexander N. Cartwright, State University of New York, System Administration, State University Plaza, Albany, New York 12246.

Summary Statement – The Summary Statement provides the rationale for the campus's nomination and sets forth the merit for the nomination.

It must address how the nomination demonstrates the principles described in the statement of the Nature of the Program (above). The Summary Statement is limited to a maximum of three pages, excluding the cover sheet.

Note: None of the nominating documentation will be returned to the campus.

SUBMISSION:

Forwarding Address – The original of the nomination portfolio is to be sent to:

**Ms. Yvette Roberts
Program Manager for Faculty and Staff Awards
State University of New York, System Administration
Office of the Provost and Executive Vice Chancellor
State University Plaza, Room S525
Albany, New York 12246**

Deadline – To facilitate the nomination process on campuses, the deadline for the current program cycle is being provided. **All nomination portfolios must be received by the Program Manager on or before the due date:**

Tuesday, November 10, 2015 for Academic Year 2015-2016

SELECTION AND NOTIFICATION

The nominations will be evaluated at the SUNY-level and award announcements will be made by March 18th.

Informal notification occurs via e-mail to the campus President and governance leader once approval of recommendations has been received from the Chancellor. Formal notification is done by letter from the Chancellor to the campus President and governance leader.

These guidelines are also available online at the Office of the Provost's website and can be accessed at: <http://system.suny.edu/academic-affairs/faculty-staff-awards/>.

PLEASE DIRECT QUESTIONS TO:

**Ms. Yvette Roberts
At the address noted above or
By phone at 518-320-1449 or
By fax at 518-320-1556 or
By email at YVETTE.ROBERTS@SUNY.EDU**

Appendix

Checklist Cover Sheet for Shared Governance Award

This form is to be the first page of the Shared Governance Award. All items must be attached and all certifications completed. Please photocopy this form as needed for submission of your nomination.

CAMPUS NAME: _____

CAMPUS PRESIDENT'S NAME: _____

CAMPUS GOVERNANCE LEADER'S NAME/TITLE: _____

CONTACT PERSON AND CONTACT INFORMATION (must be campus President or campus Governance Leader or designee)

Name and Title: _____

Email: _____

Campus address/Phone number: _____

ENDORSEMENT OF CAMPUS PRESIDENT AND THE GOVERNANCE LEADER (REQUIRED)

We certify campus endorsement of this nomination and compliance with program requirements.

President's Signature

Date

President's Telephone Number

Governance Leader's Signature

Date

Governance Leader's Telephone Number

**PLEASE COMPLETE ALL CERTIFICATIONS FOR
REVIEW AT SYSTEM ADMINISTRATION**

**MATERIALS SUBMITTED IN CONJUNCTION WITH THE
NOMINATION PORTFOLIO**

The documentation identified below is required as part of the nomination portfolio.
Please verify the inclusion of each with a checkmark below.

Checklist Cover Sheet Transmittal Letter Summary Statement

CAMPUS CONTACT

Please type the name and telephone number of the individual to be contacted in case questions arise regarding the nomination. The contact individual must be the campus president OR the campus governance leader or designee.

Name & Title: _____

Phone Number: _____

Email: _____

CERTIFICATIONS

Please certify campus compliance with the Policies and Procedures by checking each of the certifications below. (Please do not include separate statements regarding the certifications.)

Campus Committee: This is to certify that the local Selection Committee was structured as directed and complied with the current Policies and Procedures.

Eligibility Requirements: This is to certify that the nominee campus satisfies all eligibility criteria for the program as prescribed in the current Policies and Procedures.

Compliance with Policies: This is to certify that this nomination complies with the current Policies and Procedures.

This form is also available online at:

<http://system.suny.edu/academic-affairs/faculty-staff-awards/>

**EXPLAIN BELOW ANY DEPARTURES FROM POLICY, if any, AS
STATED IN THE CURRENT GUIDELINES.**