

**GUIDELINES FOR  
CHANCELLOR'S AWARD FOR EXCELLENCE IN CLASSIFIED SERVICE  
2011-2012**

We are pleased to continue participation in the SUNY system-wide Chancellor's Award for Excellence in Classified Service again this year.

**Purpose of Program**

The Chancellor's Award for Excellence in the Classified Service are system-level awards established by the University to give system-wide recognition for superior performance and extraordinary achievement by employees in the Classified Service. These awards demonstrate the University's commitment to individuals who provide superior service to its students and the community at large.

**Recognition**

Employees selected for the award receive a personal certificate of recognition and a Chancellor's Excellence Medallion. **Since this is a System-wide recognition program, SUNY Oneonta is only allowed to nominate ONE (1) employee per year.** Oneonta awardees will be given recognition in the College *Bulletin* and also at the May graduation ceremony.

**Eligibility**

All nominees must have completed at least three (3) years of continuous, full-time permanent service in the Classified Service position for which they are nominated. Prior recipients of a Chancellor's Award for Excellence in the Classified Service are ineligible for consideration. Posthumous nominations are also ineligible.

**Criteria for Selection**

Nominee must be an individual who has continuously demonstrated the following:

- Outstanding achievement, skill, and commitment to excellence in fulfilling the job description for the position held.
- Excellence in activities beyond the scope of the job description. The ideal candidate will demonstrate creativity and flexibility in performing his or her position to meet campus needs.
- Special consideration will be given to employees who consistently provide exemplary customer service to students, staff, and other members of the campus community.

## **Selection Process**

Nominations must be submitted on the nomination form. Nominations will be reviewed by the College's Chancellor's Award for Excellence in the Classified Service selection committee and a recommendation will be submitted to the President. The President will officially select the award recipient. The recipient's information will be forwarded to System Administration. The deliberations of the committee shall be confidential. **Announcement will be made directly to the recipient only. No announcements will be sent to any nominators or anyone nominated but not selected.**

## **Who can Nominate?**

Nominations may be submitted by a supervisor, co-worker, or other member of the campus community. A copy of the official *Nomination Form Chancellor's Award for Excellence in Classified Service* is available in the Office of Human Resources or on-line at [http://www.oneonta.edu/admin/humres/HR/HR\\_images/Chancellor'sNOMINATIONFORM2012.pdf](http://www.oneonta.edu/admin/humres/HR/HR_images/Chancellor'sNOMINATIONFORM2012.pdf)

## **SUBMISSION**

All nominations should be sent to: Lisa M. Wenck  
Senior Executive Employee Services Officer  
208 Netzer Administration Building  
SUNY Oneonta  
Oneonta, NY 13820

## **DEADLINE**

**Completed nominations must be submitted to Lisa Wenck no later than 4PM on Friday, January 13, 2012.**