



# NOMINATIONS

## FOR THE CHANCELLOR'S AWARD FOR EXCELLENCE IN CLASSIFIED SERVICE

We are currently seeking nominations for the Chancellor's Award for Excellence in the Classified Service for the 2019-2020 academic year. The Award was created to recognize classified employees, in a manner similar to faculty and professional employees, for excellence and superior service to our students and the community at large. Award recipients personify professional excellence and serve as role models for the State University of New York community –To Learn, To Search, To Serve. Employees selected for this award will receive a personal certificate of recognition and a Chancellor's Excellence Medallion.

All nominations will be evaluated based on the following criteria:

1. The nominee 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. Nominees must be in full-time status at the time of the award.
2. The nominee must be an individual who has continuously demonstrated outstanding achievement, skill and commitment to excellence in fulfilling the job description for the position held.
3. The nominee must also demonstrate 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.

Nominations may be submitted by a supervisor, coworker, or other campus colleagues. The attached nomination form must be submitted to **Joseph Caponegro** ([caponej@farmingdale.edu](mailto:caponej@farmingdale.edu)) in Horton Hall, Room 160, by **Friday, February 14, 2020**.