

President's Medal and Chancellor's Award Frequently Asked Questions

QUESTION: Do I have to prepare two separate portfolios, one for each award?

ANSWER: No. Your nomination materials should make clear that you are being nominated for both awards.

QUESTION: Do I have to make a copy of each academic award I received to be included in the portfolio?

ANSWER: Although not *required*, it is *encouraged* to make copies of significant awards/honors received. Doing so provides the committee with a complete picture of you. Think of it as a portfolio of your significant accomplishments until this point.

QUESTION: What are the page criteria for the biography?

ANSWER: There is not a page limit. Tell the committee everything you believe they should know about you while attempting to remain as succinct as possible.

QUESTION: Must the reference and support letters be submitted in a sealed envelope?

ANSWER: They do not have to be sealed.

QUESTION: What information is needed from the community reference letters?

ANSWER: Your community reference letters should provide a picture of what you did, how effective they perceived you to be, and any reflection on your character. Essentially, their letters should be written as though they were supporting you for employment.

QUESTION: I am in the Honors program, do I have to ask the person, who is in charge of that program to write me a letter proving that I am an honors student?

ANSWER: You don't *have* to; however, it may make for a strong letter of support.

QUESTION: For all the research conferences that I attended, should I print out a time schedule that included my name and my presentation or just the abstract?

ANSWER: Whichever you feel will provide the most information on which the committee can make an informed assessment of these criteria.

QUESTION: For the research journals that were published, do I print the whole journal?

ANSWER: No, the article would suffice. If you have many, we recommend listing them in your resume and then included *some* as examples of scholarly work within the portfolio. Remember, your submission is the only window into you that committee members will initially see, so make it as convincing as possible.

QUESTION: Can I nominate more than one person?

ANSWER: Yes

QUESTION: Are there ever extensions to the deadline?

ANSWER: Due to a strict process, deadlines are not extended.

QUESTION: What happens after my portfolio is submitted?

ANSWER: The committee reviews each portfolio then a meeting is scheduled where they discuss each applicant's nomination portfolio. Once selection is made, candidates will be called for interviews. Interviews are one hour in length and are generally conducted to enable the committee to have applicants expound upon the materials in the nomination portfolio. After interviewing is conducted, the committee meets to make its final recommendations which are forwarded to the President for approval and submission to the office of the Chancellor. All applicants are notified of the status of their nomination once applications are submitted to the SUNY Chancellor's office. Chancellor's Award recipients are generally notified thirty days after the submission of the Chancellor's decision.

QUESTION: What if my nomination materials are incomplete?

ANSWER: Incomplete nomination materials are those that do not have all mandatory materials submitted. Portfolios falling in this category will be reviewed at the discretion of the committee. Applicants may or may not be disqualified.

QUESTION: If I'm interviewed and selected to have my name put forward to the President's and Chancellor's offices, does this guarantee that I will receive the award?

ANSWER: No. Your portfolio and interview will then be reviewed by those respective offices. They will then make the final decision.