



The State University
of New York

POLICIES AND PROCEDURES

Academic Years 2020-2021 and 2021-2022

SUNY Shared Governance Award

Deadlines for Submission:

2020-2021

Tuesday, January 19, 2021

Deadline extended due to COVID-19

2021-2022

Tuesday, November 16, 2021



Purpose of the Program:

The SUNY Shared Governance Award is a SUNY-wide honor conferred on a campus for outstanding achievements in shared governance. This award underscores SUNY's commitment to academic excellence and public good through collaborative models of governance.

Shared governance, for the purpose of this award, is a formal system of inclusive and participatory decision-making through established and formally agreed upon procedures and structures. Its hallmarks include:

- Engaged constituency representation determined by the constituent group;
- Well-defined roles for constituencies;
- Open communication and transparency;
- Clear bylaws and procedures;
- Well-defined structures (such as committees) and lines of responsibility
- commitment to collegiality and collaboration, and to respecting formal processes; and
- Shared accountability.

Through shared governance, administration, faculty, staff, and students engage in a cooperative effort to create timely, inclusive, well-researched and well-supported institutional policies and decisions that benefit from the differing expertise, perspectives, and areas of responsibility of those constituents.

Evidence of outstanding achievement in shared governance must demonstrate either:

1. The long-term effectiveness of the campus' established shared governance structures and processes in fulfilling the institution's mission and goals, or
2. A major or significant improvement to the shared governance system or the culture of shared governance and its effectiveness within the institution.

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. The only exception is that campuses which have received the award may not apply in the following five years. 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** the culture, principles and practices of shared governance. **Such advancement will be evidenced and demonstrated by successful and sustained governance-related campus activity of lasting value over a meaningful period of time that includes significant shared leadership and decision-making involving faculty/staff and student governance, as well as campus administration.**

Supporting documentation for the nomination should include, but is not limited to, the following:

- i. Evidence of excellence in shared governance as defined above, and either;
- ii. Evidence of the long-term effectiveness of the campus' shared governance system in fulfilling the institution's mission and goals; **or**
- iii. Evidence of a major or significant improvement to the shared governance system or the culture of shared governance and its effectiveness within the institution.

NOMINATION 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 criteria 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 (CGL). Nominations should be sent to the Special Assistant to the Vice Provost and Vice Chancellor for Academic Affairs and Program Manager for Faculty and Staff Awards, Office of the Senior Vice Chancellor and Provost at System Administration.

Confidentiality

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

SUPPORT FILE

The campus committee is responsible for preparing the nomination portfolio submitted to the Special Assistant to the Vice Provost and Vice Chancellor for Academic Affairs and 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 and the Checklist of Certifications – These attached forms must be the first two sheets of the nomination portfolio.

Transmittal Letter – A brief joint transmittal letter addressing how the nomination met the selection criteria is required from the campus President and the CGL (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, State University of New York, System Administration, H. Carl McCall SUNY Building, 353 Broadway, Albany, New York 12246- 2915.**

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 Purpose of the Program (above). The Summary Statement is limited to a maximum of five pages in addition to the cover sheet.

REVIEW AT THE SYSTEM-LEVEL

A system-wide, six-member selection committee that gives equal representation to faculty and administration in the 4-year and 2-year institutions will be formed. Specifically, the six-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;
- b. A campus President or designee, and a governance leader or designee from 2-year institutions; and
- c. Two designees from the University Faculty Senate and Faculty Council of Community Colleges Programs and Awards Committees to act in an ex-officio capacity.

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.

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 criteria 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.

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

SUBMISSION:

Forwarding Address – Please submit your nomination **electronically** to Yvette Roberts, Special Assistant to the Vice Provost and Vice Chancellor for Academic Affairs and Program Manager for Faculty and Staff Awards at awards@suny.edu.

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 Special Assistant to the Vice Provost and Vice Chancellor for Academic Affairs and Program Manager for Faculty and Staff Awards on or before the due date:**

Tuesday, January 19, 2021 for Academic Year 2020-2021
Tuesday, November 16, 2021 for Academic Year 2021-2022

Note: Deadline extended for academic year 2020-2021 due to COVID-19.

NOTIFICATION

The nominations will be evaluated at the SUNY-level and award announcements will be made no later than third week of March. 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 Senior Vice Chancellor and Provost, and can be accessed at:

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

Please direct your questions to Yvette Roberts at: Yvette.Roberts@suny.edu (Phone: 518-320-1449).

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

CHECKLIST OF CERTIFICATIONS

TO BE SUBMITTED IN 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. **Please only submit the requested information.**

Checklist Cover _____ Transmittal Letter _____ Summary Statement Sheet _____

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:

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

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

Appendix A: What Shared Governance Is and Is Not

What Shared Governance Is:

1. Participants in shared governance represent their constituents' understandings and goals, not merely their own. Mechanisms allowing for open communication amongst constituents and representatives should be in place.
2. Shared governance processes are codified in the bylaws of the appropriate and affected shared governance groups at the college. These processes have the necessary structures in place (such as standing committee structures, forms, timelines, and procedures, etc.) to ensure effective communication among all affected constituent groups; enable the gathering and presentation of necessary information for deliberative, open, and transparent decision making; promote collaboration rather than antagonism; and provide for closing-the-loop follow up and assessment.
 - a. Collaborative interactions between and among shared governance bodies and administration should be codified, systematic, and as transparent as possible. Such interactions can take place in written form, such as resolutions and other types of formal correspondence and reports. They should, however, also take place in person-to-person formats. Sometimes person-to-person interactions take place through liaison relationships, formal reports at each other's meetings, *ex officio* (voting or non-voting) memberships, and leadership councils. For example, your campus may have a President's Council or Cabinet that includes governance and administrative leadership. Local board meetings may have campus governance reports as a standing agenda item.
 - b. Committee or task force members who serve as representatives of constituent groups should be selected by their respective constituent group or by a governance leader or leadership group that is formally empowered to do so.
3. Shared governance has formalized collaborative decision-making processes and the bodies sharing in the governance of the college are accountable to their constituent groups as well as to the general welfare of the college.
4. Governance bodies' meetings operate according to a system of democratic procedures (e.g., Robert's Rules or other) to protect the rights of all members and to ensure full deliberation, transparency, and access to participation.
6. Governance processes should be open and transparent. With the exception of those issues deemed confidential by law (such as personnel matters or legal concerns), and deliberation should also be as open and transparent as possible.
7. Governance processes responsible for engaging the faculty in their responsibility for curriculum and standards should be the sole method for making recommendations to the governing board regarding academic matters.

What Shared Governance Is Not:

1. Shared governance does not reside in a single governance body. For example, the campus governance body is not **the** shared governance body of the college. Sharing governance is a process that promotes the systematic sharing of the responsibility to create or amend the policies that govern the college.
2. *Ad hoc* committees and task forces that are not at least jointly created and charged by a shared governance body or do not directly report to and have their recommendations considered through institutionalized shared governance processes do not constitute shared governance.