

2017 Dean's Distinction Frequently Asked Questions



1. Q: Who is eligible to submit Dean's Distinction nominations?

A: All FAS faculty and benefits-eligible staff can submit Dean's Distinction nominations.

2. Q: Are Harvard retirees eligible to nominate a staff member for 2017 Dean's Distinction?

A: Yes, provided he or she was still a Harvard employee (not yet retired) in 2016.

3. Q: Who is eligible to be nominated for Dean's Distinction?

Eligible FAS staff members for 2017 Dean's Distinction are:

- Benefits-eligible, full-time or part-time staff
- Non-HUCTW and HUCTW staff
- Hired into an FAS benefits-eligible position on or before 1/1/2016
- Job grade levels: 47 through 60 for *Individual Dean's Distinction*; 47 through 64 for *Team Dean's Distinction*
- Less than Half Time (LHT) staff *may* be nominated as a member of a *team* (but not as an *individual*)

Please note: While previous Dean's Distinction *nominees* (from any year) are eligible to be nominated again this year, *recipients* of *Individual Dean's Distinction* in 2015 or 2016 are not eligible, unless they are being nominated for *Team Dean's Distinction*. Harvard retirees are not eligible.

4. Q: Are Individuals allowed to nominate themselves?

A: Yes, any faculty or staff may nominate any eligible staff person – including themselves.

5. Q: Is a term position employee eligible for Dean's Distinction?

A: Yes, provided the employee meets all eligibility requirements, and is still actively employed by Harvard as of March 9, 2017 (the date of the recognition event).



6. Q: When are completed nomination forms due?

A: Nomination forms may be submitted online beginning Thursday, November 17, 2016 through to midnight on Friday, December 16, 2016.

7. Q: Is there a suggested length and requested content for nominations?

A: Yes. It is important to clearly explain the reasons why you believe that the individual or team should receive Dean's Distinction as a result of their outstanding citizenship, collaboration, and exceptional contribution in **2016**. Be sure to provide several concrete examples, and please keep your submission to 2,500 characters or less (about one page in Microsoft Word). Please note: character count includes spaces.

8. Q: Can more than one individual nominate the same staff member or team for Dean's Distinction?

A: Yes, several nominators can use the same form to nominate a staff member or team. Alternatively, nominators can use separate forms to nominate the same person or team.

9. Q: Can I submit more than one nomination?

A: Yes, you may nominate more than one staff member or team for Dean's Distinction.

10. Q: Can I nominate a staff member or team that works in a different department?

A: Yes. For *Individual Dean's Distinction*, cross-departmental nominations are encouraged. If you decide to nominate a staff member who works in a department other than yours, we encourage you to have a conversation with the proposed nominee's direct manager(s) to confirm there is support for the nomination.

For *Team Dean's Distinction*, cross-departmental nominations of up to eight staff members are encouraged as long as all of the team members meet the Dean's Distinction eligibility criteria. If you are nominating a team and you are not the leader of the team, you should have a conversation with the team leader to confirm there is support for the nomination.

11. Q: Can I nominate someone for being exceptionally kind, friendly and patient? Or for length of service?

A: Dean's Distinction recognizes a small number of staff for their outstanding contribution, collaboration, and exceptional citizenship in 2016. If you believe your nominee meets these criteria, and you can give concrete examples of how he or she met these criteria, you may nominate him or her.



12. Q: Can I nominate a direct report who has been a strong and steady worker for many years?

A: If you would like to recognize a strong-performing staff member for consistent performance over several years, there are other recognition opportunities to consider (such as local level bonuses, Impact Awards, or a “strong” or “leading” performance assessment). Dean’s Distinction recognizes a small number of staff for their outstanding contribution, collaboration, and exceptional citizenship in **2016**.

13. Q: What is the difference between an *Individual Dean’s Distinction* and a *Team Dean’s Distinction* nomination?

A: A staff member can be nominated for an *Individual Dean’s Distinction* for his or her outstanding *contribution, collaboration* and *exceptional citizenship* in **2016** in support of the teaching and research mission.

A team consisting of up to eight staff members can be nominated for a *Team Dean’s Distinction* for their exceptional teamwork, and for their collaboration and contribution in **2016**.

14. Q: Will I receive notification when I submit a nomination?

A: Yes, you will see an automatic on-screen acknowledgement when you click “submit” and receive an email confirmation.

15. Q: What are the criteria for selecting Dean’s Distinction recipients?

A: Nominees for *Individual Dean’s Distinction* should act with the highest integrity and serve as role models among FAS staff. They should also have made an exceptional contribution and demonstrated outstanding citizenship and collaboration on behalf of the FAS in **2016**. Those recognized for management excellence should have exceptional skills in developing, managing, and retaining strong talent in **2016**, and must have submitted FY15 performance reviews for all of their eligible direct reports.

Nominees for *Team Dean’s Distinction* should have demonstrated exceptional work as a team, based on the team’s collaboration and contribution to the FAS in **2016**.

16. Q: Do multiple nominations (more than one nominator) or signatures on a nomination letter increase the nominee’s chance of being selected?

A: A nominee with one nominator will be given the same thoughtful consideration as a nominee with several nominators.



17.Q: How will Dean’s Distinction recipients be notified?

A: Recipients will receive email notification from Dean Smith’s office in mid-February 2017.

18.Q: Who will be invited to the Dean’s Distinction event in March?

A: Dean’s Distinction recipients will be invited – along with their manager, nominator, and a guest – to attend the Dean’s Distinction recognition event on March 9, 2017, hosted by Dean Smith.

19.Q: What if an employee selected for Dean’s Distinction 2017 retires or is no longer at Harvard prior to the recognition event?

A: An employee must be actively employed by Harvard as of March 9, 2017 (the date of the recognition event) in order to receive Dean’s Distinction.

20.Q: There are other great managers/colleagues/employees in my department, aside from the individual I nominated. Would you please keep my name anonymous in case my nominee wins? I don’t wish to offend others by omitting them.

A: Nominators’ names are published *only* for Dean’s Distinction *recipients*; we do not share the names of nominators of staff members who were nominated but did not receive Dean’s Distinction.

21.Q: Can I nominate a staff member who previously received an *Individual Dean’s Distinction* or *Team Dean’s Distinction*?

A: Please see the table below.

| If a staff member received: | He or she is eligible for: |
|---|--|
| <i>Individual Dean’s Distinction</i> in 2014 or prior | <i>Individual Dean’s Distinction</i> in 2017 or <i>Team Dean’s Distinction</i> in 2017 |
| <i>Individual Dean’s Distinction</i> in 2015 or 2016 | <i>Team Dean’s Distinction</i> in 2017 |
| <i>Team Dean’s Distinction</i> in 2016 | <i>Individual Dean’s Distinction</i> in 2017 or <i>Team Dean’s Distinction</i> in 2017 |



Individual Nominations

22. Why is there a management component to Dean's Distinction?

A: Strong managers play a vital role in the success of staff members – and ultimately to the FAS overall. To that end, we want to recognize and celebrate those managers who have demonstrated exceptional people management skills in **2016** by developing, motivating, and guiding their staff members to excellence.

Team Nominations

23. Q: Can I nominate a team of more than eight staff members?

A: No, the maximum number of staff members that can be nominated for a *Team Dean's Distinction* is eight.

24. Q: May someone nominate a team of which they are a part? And if so, must the nominator recuse himself or herself from the team in order to nominate?

A: Any faculty or staff may nominate any eligible staff person – including oneself – for an *Individual Dean's Distinction* or *Team Dean's Distinction*. The nominator does not need to recuse themselves if they are a member of the team they are nominating.

Other Units

25. Q: Can SEAS, HUIT, HPAC, and AA&D staff nominate and be nominated for Dean's Distinction?

A: Yes, as members of the extended FAS community, SEAS, HUIT, HPAC, and AA&D staff are eligible to nominate and be nominated for Dean's Distinction.

For *Individual Dean's Distinction*, a staff member may be nominated for his or her outstanding citizenship, collaboration, and exceptional contribution in **2016** in support of the FAS teaching and research mission.

For *Team Dean's Distinction*, a team may be nominated for their exceptional teamwork, and for their collaboration and contribution to FAS in **2016**.

