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. If a Harvard student and/or post doc would like to submit a nomination for Dean’s Distinction, they must have a co-nominator who is an FAS faculty member or benefits-eligible staff member.

2. **Q:** Are Harvard retirees eligible to nominate a staff member for 2018 Dean’s Distinction?  
   **A:** Yes, provided he or she was still a Harvard employee (not yet retired) in 2017.

3. **Q:** Who is eligible to be nominated for Dean’s Distinction?  
   Eligible FAS staff members for 2018 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 1/1/2017  
   - 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 2016 or 2017 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 FAS 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 8, 2018 (the date of the recognition event).
6. **Q:** When are completed nomination forms due?
   **A:** Nomination forms may be submitted online beginning Wednesday, November 15, 2017 through to midnight on Thursday, December 14, 2017.

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 2017. 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 (and in some cases, up to twelve*) 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.

    *Please note, the maximum number of staff members that can be nominated for Team Dean's Distinction is eight. However, exceptions can be made for up to twelve people if the circumstances call for it. If the team you are nominating is over eight, please explain why the team has additional members.
11. Q: Can I nominate someone for being exceptionally kind, friendly and patient? Or for his or her length of service?

A: Dean’s Distinction recognizes a small number of staff for their outstanding contribution, collaboration, and exceptional citizenship in 2017. If you believe your nominee meets the criteria, and you can give concrete examples of how he or she met them, you may nominate him or her.

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 or recognition programs). Dean’s Distinction recognizes a small number of staff for their outstanding contribution, collaboration, and exceptional citizenship in 2017.

12. 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 2017 in support of the teaching and research mission.

A team consisting of up to eight (and in some cases, up to twelve*) staff members can be nominated for a Team Dean’s Distinction for their exceptional teamwork, and for their collaboration and contribution in 2017.

*Please note, the maximum number of staff members that can be nominated for Team Dean’s Distinction is eight. However, exceptions can be made for up to twelve people if the circumstances call for it. If the team you are nominating is over eight, please explain why the team has additional members.

13. 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.

14. Q: Will nominees be notified that they have been nominated?

A: Yes, nominees will receive notification that they have been nominated for a 2018 Dean’s Distinction.
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 2017. Those recognized for management excellence should have exceptional skills in developing, managing, and retaining strong talent in 2017, and must had meaningful FY17 performance conversations with all of their eligible direct report.

   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 2017.

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 2018.

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 8, 2018, hosted by Dean Smith.

19. Q: What if an employee selected for Dean’s Distinction 2018 retires or is no longer at Harvard prior to the recognition event?

   A: An employee must be actively employed by Harvard as of March 8, 2018 (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.

<table>
<thead>
<tr>
<th>If a staff member received:</th>
<th>He or she is eligible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Individual Dean’s Distinction</em> in 2015 or prior</td>
<td><em>Individual Dean’s Distinction</em> in 2018 or <em>Team Dean’s Distinction</em> in 2018</td>
</tr>
<tr>
<td><em>Individual Dean’s Distinction</em> in 2016 or 2017</td>
<td><em>Team Dean’s Distinction</em> in 2018</td>
</tr>
<tr>
<td><em>Team Dean’s Distinction</em> in 2017</td>
<td><em>Individual Dean’s Distinction</em> in 2018 or <em>Team Dean’s Distinction</em> in 2018</td>
</tr>
</tbody>
</table>

**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 *2017* 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: The maximum number of staff members that can be nominated for a *Team Dean’s Distinction* is eight, however, exceptions can be made for up to twelve people if the circumstances call for it. If the team you are nominating is over eight, please explain why the team has additional members.

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 FAS 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 to 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 2017 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 2017.