

2024 Dean's Distinction Nomination Form

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Dean's Distinction recognizes a small number of exceptional staff members for their outstanding citizenship, collaboration, and exceptional contribution in support of the FAS. Those who are nominated for Dean's Distinction should act with the highest integrity and serve as role models among staff. Please visit the [Dean's Distinction webpage](#) for complete information about 2024 Dean's Distinction. All nominations must be submitted online **by 11:59pm on January 24, 2024**. If you have any questions or need assistance, please contact Annie McGough (amcgough@fas.harvard.edu) or hr_programs@fas.harvard.edu.

Guiding Principles for Nominations

When considering a staff member or team of staff members to nominate for 2024 Dean's Distinction, please keep the following principles in mind:

- Cultivating a strong sense of community and connection in the FAS.
- Creating a humane and supportive work environment.
- Exceeding regular responsibilities and expectations (going above and beyond, even in the course of doing one's regular job).
- Fostering diversity, inclusion, equity and belonging.
- Collaborating with the University's best interest and mission in mind.
- Demonstrating ingenuity and creativity in their roles.

When writing your nomination, it can be helpful to identify how an individual or team exemplified one or more of these principles in their work in 2023.

Type of Nomination

- ☐ I would like to nominate a staff member for **Individual Dean's Distinction**. (1)
- ☐ I would like to nominate a team for **Team Dean's Distinction**. (2)
-

Individual Dean's Distinction Nomination

- ☐ Nominee First Name _____
- ☐ Nominee Last Name _____
- ☐ Nominee Title _____
- ☐ Nominee Department _____
- ☐ Nominee Email _____
- ☐ HUID (optional) _____

Please the nominee's specific **accomplishments in 2023** that best reflect **one or more of the [Dean's Distinction guiding principles](#)**. What specific impact did these accomplishments/contributions have on FAS? Please **provide concrete examples**. (*Note: each text box has a limit of 500--2,500 characters*).

Which of the [Dean's Distinction guiding principles](#) does your nomination reflect? You may select more than one.

- ☐ Cultivating a strong sense of community and connection in the FAS.
- ☐ Creating a humane and supportive work environment
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- ☐ Fostering diversity, inclusion, equity and belonging.
- ☐ Collaborating with the University's best interest and mission in mind.
- ☐ Demonstrating ingenuity and creativity in their roles.

Please note: If selected as a Dean's Distinction recipient, your nomination text may be quoted in the program, HARVie and other internal media, and externally. It may be edited for any purposes related to the Dean's Distinction program or other Harvard-related purposes.

Team Nomination

How many team members are on the team you are nominating?

**Please note, if you are nominating a team with more than eight members, you must provide an explanation as to why your team has additional members.*

▼ 2 (2) ... 12* (11)

Team Name

Team Member #1

- ☐ Team Member Name _____
- ☐ Team Member Email _____
- ☐ Team Member HUID (Optional) _____

Team Member #2

- ☐ Team Member Name _____
- ☐ Team Member Email _____
- ☐ Team Member HUID (Optional) _____

Team Member #3

- ☐ Team Member Name _____
- ☐ Team Member Email _____
- ☐ Team Member HUID (Optional) _____

Team Member #4

- ☐ Team Member Name _____
- ☐ Team Member Email _____
- ☐ Team Member HUID (Optional) _____

Team Member #5

- ☐ Team Member Name _____
- ☐ Team Member Email _____
- ☐ Team Member HUID (Optional) _____

Team Member #6

- ☐ Team Member Name _____

☐ Team Member Email _____

☐ Team Member HUID (Optional) _____

Team Member #7

☐ Team Member Name _____

☐ Team Member Email _____

☐ Team Member HUID (Optional) _____

Team Member #8

☐ Team Member Name _____

☐ Team Member Email _____

☐ Team Member HUID (Optional) _____

Team Member #9*

☐ Team Member Name _____

☐ Team Member Email _____

☐ Team Member HUID (Optional) _____

Team Member #10*

☐ Team Member Name _____

☐ Team Member Email _____

☐ Team Member HUID (Optional) _____

Team Member #11*

☐ Team Member Name _____

☐ Team Member Email _____

☐ Team Member HUID (Optional) _____

Team Member #12*

- ☐ Team Member Name _____
- ☐ Team Member Email _____
- ☐ Team Member HUID (Optional) _____

Please the team's specific **accomplishments in 2023** that best reflect **one or more of the [Dean's Distinction guiding principles](#)**. What specific impact did these accomplishments/contributions have on FAS? Please **provide concrete examples**. (*Note: nominations should be between 500 and 2,500 characters*).

If you are nominating a team with more than eight members, you must **provide an explanation as to why your team has additional members**.

Which of the [Dean's Distinction guiding principles](#) does your nomination reflect? You may select more than one.

- ☐ Cultivating a strong sense of community and connection in the FAS.
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If there is more than one nominator, please list the names of additional nominators here.

Are you submitting this nomination on behalf of someone else? (i.e. a faculty assistant submitting a nomination on behalf of a faculty member)

- ☐ Yes
- ☐ No

Nominator's Information *(Please note, in addition to yourself, a confirmation email will also be sent to the person you are nominating on behalf of.)*

- ☐ Nominator First Name _____
- ☐ Nominator Last Name _____
- ☐ Nominator Title _____
- ☐ Nominator Department _____
- ☐ Nominator Email _____
- ☐ HUID (optional) _____

Your Information

☐ Your First Name_____

☐ Your Last Name _____

☐ Your Title_____

☐ Your Department_____

☐ Your Email_____

☐ HUID (optional)_____