

2024 Dean's Distinction

Frequently Asked Questions

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 postdoc 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.

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

A: Yes, provided they were still a Harvard employee (not yet retired) in 2023.

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

A: Eligible FAS staff members for 2024 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 1/1/2023
- 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 and staff hired into an FAS benefits-eligible position after 1/1/2023 *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 2019-2023 are not eligible***, unless they are being nominated for *Team Dean's Distinction*. Harvard retirees are not eligible.

Q: Are individuals allowed to nominate themselves?

A: Yes, FAS staff members may nominate themselves, provided they meet the eligibility criteria.

Q: Are coaches eligible for Dean's Distinction?

A: Coaches are not eligible for recognition under the Dean's Distinction program. If you are looking to recognize a coach for excellent work, we recommend looking at other recognition programs such as [Harvard Heroes](#). However, coaches may nominate other FAS staff members.

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

A: Yes, provided the employee meets all eligibility requirements, and will still be actively employed by Harvard as of June 5, 2024. (the tentative date of the celebration event).

Q: When are completed nomination forms due?

A: Nomination forms may be submitted online beginning January 10, 2024 through to 11:59pm on January 24, 2024.

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

A: When writing your nomination, it can be helpful to identify how an individual or team exemplified one or more of the guiding principles in their work over the last few years:



2024 Dean's Distinction

Frequently Asked Questions

- 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.

Nomination narratives should be between 500 and 2,500 characters in length.

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.

Q: Can I submit more than one nomination?

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

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

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 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.

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 honors staff who have stood out in their work over a specific period of time.

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 their outstanding *contribution, collaboration and exceptional citizenship in 2023* in support of the teaching and research mission.

A team consisting of up to eight (and in rare 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 2023**.



2024 Dean's Distinction

Frequently Asked Questions

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.

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

A: Yes, you will see an automatic on-screen acknowledgement when you click “submit.” You will also receive an email confirmation. (Please make sure to check your junk mailbox in case you do not receive the email confirmation.)

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

A: No, nominees will not be notified that they have been nominated. Only those nominees who are ultimately selected as the 2024 recipients will be notified that they have been selected.

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 a single nominator will be given the same thoughtful consideration as a nominee with several nominators.

Q: How will Dean’s Distinction recipients be announced?

A: The 2024 Dean’s Distinction recipients will be announced via email to all FAS staff. Information will also be shared on the FAS HR website and at a celebratory event open to all FAS staff.

Q: What if an employee selected for 2024 Dean’s Distinction retires or is no longer at Harvard prior to the recognition event?

A: An employee must be actively employed by FAS as of June 5, 2024 in order to receive Dean’s Distinction.

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 shared *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.

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

A: Please see the following table:

If a staff member received:	They are eligible for:
<i>Individual Dean’s Distinction</i> in 2018 or prior	<i>Individual Dean’s Distinction</i> in 2024 or <i>Team Dean’s Distinction</i> in 2024
<i>Individual Dean’s Distinction</i> in 2019—2023	<i>Team Dean’s Distinction</i> in 2024
<i>Team Dean’s Distinction</i> in 2023 or prior	<i>Individual Dean’s Distinction</i> in 2024 or <i>Team Dean’s Distinction</i> in 2024



2024 Dean's Distinction

Frequently Asked Questions

Q: What should I keep in mind when nominating staff members for Dean's Distinction?

A: Our Dean's Distinction recipients should be reflective of our diverse FAS staff. Also, please strongly consider individuals who have demonstrated excellence in creating and maintaining an environment that is diverse and inclusive, as this makes our organization stronger and better prepared to serve our mission of excellence in teaching and research.

Team Nominations

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

A: The maximum number of staff members that can be nominated for *Team Dean's Distinction* is eight. However, rare 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.

Q: May someone nominate a team of which they are a part? And if so, must the nominator recuse themselves 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.

Q: Can I nominate a Less than Half Time (LHT) employee or someone hired after 1/1/2023?

A: LHT staff and staff members hired after 1/1/2023 are eligible for nomination for *Team Dean's Distinction*, but not *Individual Dean's Distinction*. The selection committee will consider these nominations in a case-by-case basis when evaluating team nominations.

Other Units

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 their outstanding citizenship, collaboration, and exceptional contribution **in 2023** 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 2023**.



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