Dean's Distinction Guiding Principles – Examples for Nomination Narratives

Dean's Distinction nominations should reflect the guiding principles by which we evaluate this recognition. To help you think of potential nominees and write your nominations, we've provided examples below of ways a staff member's work might connect with the guiding principles. Please keep in mind, these are only a few examples—there are as many ways for your colleagues to exemplify these principles as there are staff at FAS.

Guiding Principle	Examples
Cultivating a strong sense of community and connection in the FAS	• Developing a process for onboarding new staff that helps them connect with their new colleagues. • Finding new ways for colleagues to connect in hybrid or digital settings. • Being a mentor for students and helping them develop their networks across FAS.
Creating a humane and supportive work environment	• Supporting direct reports' advancement by engaging them in new opportunities and helping them form strong networks across FAS. • Listening to colleagues and providing clear-headed guidance during difficult situations. • Establishing departmental processes that support staff who are on leave and those taking over additional work.
Exceeding regular responsibilities and expectations (going above and beyond, even in the course of doing one's regular job)	• Spearheading digitization for departmental materials. • Overseeing department physical space reorganization based on new needs for hybrid work. • Working through a backlog of projects during a time of departmental transition.
Fostering diversity, inclusion, equity and belonging	• Organizing and supporting a departmental DEIB group. • Reviewing departmental jobs to evaluate equity. • Coordinating public events that celebrate underrepresented groups at Harvard and connecting with local communities.
Collaborating with the University's best interest and mission in mind	• Working with other departments to establish resources that support students. • Establishing research spaces and policies that support both faculty and staff work. • Organizing programming with international partners.
Demonstrating ingenuity and creativity in their roles	• Creating a database for a new research project. • Developing a new project management process for their team. • Using historical data to create a new budget forecasting tool.