**THE EXTRAORDINARY COLLEAGUE AWARD**

**Nominee Information**

I am nominating: an individual a team

Nominee’s Name(s):

Nominee’s Title:

Nominee’s School/Division:

Department: Campus:

Nominee’s Work Email:

Nominee’s Work Phone Number:

Nominee is a member of Tufts’: staff faculty

The Distinction Awards Selection Committee welcomes and encourages re-submissions. If you have nominated this individual/team in years past, we suggest that you review and revise your previous nomination, being sure to bring new and relevant accomplishments to light.

I give permission for an excerpt of my nomination (which will not include my name or the name of my nominee) to be used in promotional materials for the Distinction Awards, including <http://distinctionawards.tufts.edu> and other publications. Yes No

May we let your nominee know that you nominated him/her/them? Yes No

**Nominator Information**

Your Name**:**

Your Title**:**

Your School/Division**:**

Department: Campus:

Your Work Email:

Your Work Phone Number:

I am a member of Tufts’: staff faculty

I am: the nominee’s direct supervisor directly supervised by the nominee a colleague

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Nominee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This award honors individuals and/or teams who:

Are seen as role models who consistently surpass expectations in their pursuit of and commitment to excellence. Nominators cite these individuals or teams for creating work environments that support achievement and celebrate everyone’s success. They actively pursue opportunities to create or reinforce a constructive, dynamic, and rewarding professional experience for their peers and colleagues. Interactions and experiences with these individuals or teams are characterized as insightful, motivational and dependable, no matter the day, the project, or deadline. Strong candidates will demonstrate several, though not necessarily all, of the following key attributes:

* + Model exemplary leadership, improving the living, learning, and working experience of the campus community on a daily basis.
	+ Shape the university landscape with a superior level of service orientation while meeting the needs of the people they assist (including Tufts students, faculty, staff, patients and their families, parents, alumni, donors, and those in the Tufts’ host communities).
	+ Demonstrate the spirit of being a team player and create a welcoming, supportive, and cooperative work environment.
	+ Mentor colleagues by training or sharing valuable knowledge about university practices and procedures, resources, and job-related skill sets.
	+ Possess the remarkable ability to anticipate potential predicaments and unspoken needs, and without fanfare come to the rescue.
	+ Use resources creatively to achieve outstanding results.
	+ Without fail, lift a hand to help whenever and wherever one is needed.
	+ Contribute to Tufts in ways that may not always be readily apparent.

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Please answer all of the following four questions that are pertinent to your nominee. (Approximately four to ten sentences for each is fine.) A great nomination will contain specific stories or examples about your candidate, and will address in detail how the candidate meets a combination of the above bulleted criteria. Strong nominations often include specific comments or quotations from those who have benefited directly from a nominee’s work.

1. How did this individual/team consistently surpass expectations in their pursuit of excellence, model exemplary leadership, and/or improve the experience of colleagues, students, faculty, and/or the campus community at large?
2. How did this individual/team consistently provide a superior level of service while meeting the needs of the people assisted? Please identify those whom the nominee serves or helps.
3. How did this individual/team demonstrate the extraordinary spirit of being a team player?

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1. A Closing Story. Please tell us the story of a specific situation or project that demonstrates how this nominee has met and surpassed the criteria this category rewards.

***Submitting Your Nomination***

Please submit your nomination by February 26, 2016, using the quick and easy online form on our web site at: <http://distinctionawards.tufts.edu>. The online form now makes it possible to save a nomination in progress and return to it later for completion and submission.

If you prefer to submit a paper nomination, please refer to the FAQ on the bottom of the following page under ***What if I cannot submit my nomination online?***

Before you submit your nomination, you will want to make sure you have answered completely all the questions on the nomination form, and that you have included your work phone number, school/division and department and email address, in case we need to follow up with you. We cannot accept incomplete or anonymous nominations. We will acknowledge receipt of your nomination. If you have not heard from us within two weeks, please email <http://distinctionawards.tufts.edu>.

***Any Questions?***

Please review the Tips for Writing a Nomination and the Frequently Asked Questions sections below. If you find yourself unsure of how to move forward, you can email [distinctionawards@tufts.edu](http://distinctionawards.tufts.edu) or call 617.627.3271. We are happy to help.

***Tips for Writing a Nomination***

* + - Be specific in describing the contributions of the individual or team you are nominating. Point to real improvements and tangible impact by using multiple examples, if you like.
		- Make sure you are responding to the questions posed on the form, not just providing a general description of work done by your candidate.
		- Nominations do not have to be long to be effective, but please provide enough background so that the impact of your nominee’s contributions is clear.
		- Take care to explain any technical terms and “insider jargon” in everyday language. It is also important to explain in detail any initiatives or projects mentioned so that the committee understands the nominee’s accomplishments fully.
		- Please don’t worry too much about your writing. In this case, it’s more about what you say, and less about how you say it. But do remember to be specific!
		- Consider working with colleagues to submit a group nomination. You can share the effort, and your nomination will get the benefit of multiple perspectives. Please note that, if submitting online, you will need to designate one person to submit the nomination on behalf of your team.

***Who is eligible to receive a Distinction Award?***The awards are open to Tufts University staff and faculty, and may be given to individuals or to specific teams or groups. In order to receive an award, nominees must be benefits-eligible and have successfully completed their probationary period. Please remember that these awards recognize the qualities or achievements described in the three award categories and are not meant to reward accomplishments in teaching or research.

***Are any individuals not eligible to receive a Distinction Award?***Only people directly employed by Tufts University are eligible. This means that temporary workers and those employed by outside contractors are not eligible. Members of the staff and faculty who are serving on the [Selection Committee](http://distinctionawards.tufts.edu/selection-committee-2014-2/) for this year’s awards, as well as members of the university’s Academic Council\*, are also ineligible. Additionally, individuals and teams are not eligible to win in consecutive years. These awards are meant to recognize accomplishments outside of teaching and research; nominations focusing on teaching and/or research will be considered ineligible.

\*The Academic Council is comprised of the President, the Provost, the Executive Vice President, the Vice Provost and Associate Provosts, the Deans of the Schools and Tisch College, the Director of the HNRCA, the Vice Presidents, and the Chief of Staff in the President’s Office.

***What kinds of team qualify for a Distinction Award?***Distinction Awards can go to either a work unit or a team whose members come from different work units and have worked together on a defined project.  A work unit includes individuals who work together on a daily basis within a single reporting line.  A project team brings together individuals from different units to work on a specified project, either long- or short-term.  Both types of teams may embody the qualities the Distinction Awards seek to recognize. An entire department may not be nominated for a team award.

***Who can submit a nomination?***All members of the Tufts community are welcome to submit a nomination. The Distinction Awards do not observe any hierarchy, so you can nominate a supervisor as well as someone who reports to you. Colleagues can nominate each other, and students can nominate staff or faculty. Please note that individuals cannot nominate themselves and a team member cannot nominate his or her own team.

***Can I nominate myself or my team?***You cannot nominate yourself or a team to which you belong.

***Can more than one person nominate the same individual or group?***Yes, more than one person can submit a nomination for the same individual or team. We welcome the different perspectives that additional nominations can provide.

***May I nominate the same individual more than once?***The Distinction Awards welcomes resubmissions of non-winners from previous years. However, it is critical to the selection process that you reevaluate your past submission, being sure to bring any new and relevant accomplishments to light and ensuring that older information remains accurate.

Please note that it is not possible for one individual to nominate the same individual/team more than once in a given nomination period (i.e. you may not submit a nomination for the same person/team in multiple categories).

***Can my colleagues submit a letter of support for my candidate?***The Distinction Awards does not accept letters of support for awards candidates or additional statements above and beyond the information received as part of the nomination form. Please let your colleagues know that a candidate can be nominated more than once by Tufts staff, faculty, students or alumni, or suggest that your colleagues collaborate and submit a group nomination.

***Do I have to choose a category for my nomination?***Yes, please choose a category that you think best fits your nominee. You can preview the awards categories [here](http://distinctionawards.tufts.edu/award-categories/). The best nominations tend to answer every question in detail, so take a look before you choose which category is the best fit for your nominee.

To help meet the goals of the Distinction Awards program, the members of the committee may reassign a nominee to a category other than the one you originally chose.

***When can I submit a nomination?***The nomination period begins on January 19, 2016 and ends on February 26, 2016.

***Who do I contact if I have questions about the nomination process?***If you have questions about how to nominate, please contact the Distinction Awards by emailing distinctionawards@tufts.edu or call 617.627.3271. We are happy to help.

***What if I cannot submit my nomination online?***Print outs of the nomination forms may be found at the HR Offices on each campus.

When complete, nomination forms may be sent to the Vice President for Human Resources at 200 Boston Avenue, Medford Campus.