



THE 2013 NOMINATION DEADLINE IS MARCH 1.

NOMINATION FORM

UN Sung HERO 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.

Have you submitted a nomination for this individual/team in a prior year or prior years?

Yes No

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 *distinctionawards.tufts.edu* and other publications.

Yes No

May we let your nominee know that you nominated them in the event that:

a) your nominee wins? Yes No

b) your nominee does not win, but asks who nominated them? Yes No

Nominator Information

Your Name: _____

Your Title: _____

Your School/Division: _____

Department: _____ Campus: _____

Your Work Email: _____

Your Work Phone Number: _____

You are a member of Tufts' staff faculty

For Office Use Only



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UNSUNG HERO AWARD

Nominee's Name: _____

This award recognizes people who:

- Demonstrate a real willingness to do whatever needs to be done on the job;
- Are those consummate team players who contribute to the success of Tufts in ways that may not always be readily apparent;
- Are unwavering in their pursuit of excellence; and
- Are the dependable "go to" people who are seemingly always there to help.

Please answer all of the following three 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 the bulleted criteria above.

1. What did your nominee(s) do that demonstrated their dependability and willingness to be a "go-to" person/team? How did they overcome obstacles they may have faced?

2. In what way did this person/team contribute and demonstrate professional excellence that may not have been noticed by others? How did others benefit?

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3. How has this person/team shown that they are extraordinary team players?

Closing Thoughts

Is there anything else not noted in your responses above that you feel especially shows how your candidate has met and surpassed the qualities this category rewards? Please use the space below to let the committee know, keeping your response between four and ten sentences. This section is optional.

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Submitting Your Nomination

Please submit your nomination by March 1, using the quick and easy online form on our web site at: <http://distinctionawards.tufts.edu>.

If it is not possible to nominate online, you can submit your nomination via email by following the instructions on the Distinction Awards web site identified above. If you prefer to submit a paper nomination, please refer to the FAQ on the bottom of the following page under *What if I can't 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 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 or call 617.627.3271. We're 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, 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 you'll need to designate one person to submit the nomination on behalf of your team.

Frequently Asked Questions

Who is eligible to receive a Distinction Award?

The awards are open to Tufts 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 four 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 are eligible. This means that temporary workers and those employed by outside contractors, such as UGL Services-Unicco Operations, are not eligible. Members of the staff and faculty who are serving on the Selection Committee 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, the Executive Director of Institutional Diversity, and the Chief of Staff in the President's Office.

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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 re-submissions 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 doesn't 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 different members of Tufts staff or faculty.

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 at <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 22, 2013 and ends on March 1, 2013.

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 calling 617.627.3271. We're happy to help.

What if I can't submit a nomination online?

Paper nominations may be submitted via campus mail by March 1 to Tufts Distinction Awards, c/o HR Vice President's Office, Human Resources, 200 Boston Avenue, Suite 1600, Medford, MA 02155. You can also fax your nomination with a cover sheet to 617.627.3725 (attention: Kiki Samko, Nomination).