



**THE 2012 NOMINATION DEADLINE IS FEBRUARY 29.**

**NOMINATION FORM**

**EXTRA MILE 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

I give permission for an excerpt of my nomination (which does not include the name of my nominee) to be posted on the Distinction Awards Web site as a quote, referencing only my school/division.

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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## EXTRA MILE AWARD

Nominee's Name: \_\_\_\_\_

The Extra Mile Award celebrates individuals or teams who always go the extra mile to meet the needs of the people they serve. While these "customers" will often be Tufts students, faculty, or staff, they may also include patients and their families, parents, alumni, donors, and those in Tufts' host communities. Candidates in this category are known for meeting and then exceeding expectations, developing effective relationships, and using resources creatively to achieve outstanding results.

***Please answer all of the following three questions (approximately four to ten sentences for each is fine). The Selection Committee would love to hear specific stories or examples about your candidate.***

1. Who does this person/team serve and how did they meet their needs in a way that went above and beyond expectations?

2. Was there anyone else involved who also benefited from their great work?

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**3.** How did this person/team develop relationships and use resources creatively?

**Closing Thoughts**

Is there anything else we should know that especially shows the unique qualities of this person or team?  
Feel free to add additional comments below, keeping your comments between four and ten sentences.

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### **Submitting Your Nomination**

Please submit your nomination by February 29, using the quick and easy online form on our Web site <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 completed all sections of your 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](mailto: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](mailto: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.
- 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.
- 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.
- 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.

\*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.

*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.

*When can I submit a nomination?*

The nomination period begins on January 17, 2012 and ends on February 29, 2012.

*Can I nominate myself or my team?*

Individuals cannot nominate themselves, and a team member cannot nominate their team.

*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. 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.

*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](mailto:distinctionawards@tufts.edu) or call 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 February 29 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).