



Northeastern University

The **Innovation Team Award** and **Outstanding Service Award** are intended to support the University's mission and values and to honor members of the staff whose achievements promote institutional excellence. As a significant honor, they are given not only for achievements that advance Northeastern's mission and values, but also are well outside even exceptional performance of regular job duties. Supporting documentation that provides details and examples of the team or individual accomplishments is required. As you prepare the supporting documentation, please consider:

1. How do the accomplishments advance one or more of the themes of the Academic Plan or the University's Keys to Success?
2. What makes this individual's or team's performance extraordinary? Be specific and include details supporting your nomination such as statistics, anecdotes and testimonials.
3. What impact or benefit has the work had on the University, e.g., students, a program area, customers, community, other departments, etc.?

The forms for the Innovation Team Award and the Outstanding Service Award are below. Please fill out the appropriate form and attach the required supporting materials. Return the form and materials to Excellence Awards c/o Human Resources Management, 250 CP by February 10, 2012.

Innovation Team Award

Names of Team Members _____

Titles _____

Departments _____

Campus Addresses _____

Campus Phones _____

Nominator Information ☐ **Faculty** ☐ **Staff** ☐ **Student**

Title _____

Department _____

Campus Address _____

Campus Phone _____

Email Address _____

Outstanding Service Award

Name_____

Title_____

Department_____

Campus Address_____

Campus Phone_____

Nominator Information ☐ **Faculty** ☐ **Staff** ☐ **Student**

Title_____

Department_____

Campus Address_____

Campus Phone_____

Email Address_____

Please attach supporting materials and return to Excellence Awards, c/o Human Resources Management, 250 CP no later than February 10, 2012.