



Northeastern University

The Innovation Award

Criteria: The **Innovation Award** is a **team** award for staff whose achievements promote institutional excellence. Contributions can take many forms and may include a significant role in the implementation and effective delivery of a highly innovative idea.

Teams who are nominated for the **Innovation Award** will have made a significant contribution or a series of contributions to advance one or more of the ***strategies and initiatives outlined in the Academic Plan or the University's Keys to Success***. Examples of innovative contributions might include:

- Assumed a significant role in the development, implementation, and/or ongoing effectiveness of a collaboration between Northeastern and the larger community for the mutual exchange of knowledge and resources in a context of partnership and reciprocity
- Assumed a significant role in the development, implementation, and/or ongoing effectiveness of a collaborative organizational change or restructuring that markedly increase the efficiency and effectiveness of the unit and served as a model for other units in the university

Nomination Process: To **nominate a team** for the **Innovation Award** write a brief letter which includes:

- Name, department, and title of all team members; please identify the team's leader
- Provide an overview of the team's *innovative* accomplishments
- Please inform the team leader's manager of your nomination and secure his or her support; complete the following sentence and include it in the letter: "The team leader reports to <<name>>; s/he fully supports this nomination."
- In addition to your letter, include letters of endorsement from the area department head and the area vice president or dean; up to two other letters of support may be attached, but are not required.
- Send your letter, supporting documentation, and additional letters of support to: Kate Baker-Carr, Manager of Communications, at k.bakercarr@neu.edu by **Wednesday, February 20, 2013**.

The Outstanding Service Award

Criteria: Individuals nominated for the **Outstanding Service Award** ***will have established a history of exceptional performance in advancing the student, staff and/or faculty experience***. This award is focused on the staff member who provides outstanding service each day and in a variety of ways to students, faculty, staff, and all other University constituencies.

This award recognizes those individuals personifying the Northeastern ambassador who anticipates the needs of those they interact with, who are exceptionally positive in their interactions and find a solution to the most complex and thorny problems. It also can recognize the behind the scenes unsung hero whom everyone relies on to provide outstanding service—the go to person whom everyone turns to, the staff member who makes everything work. Their contributions should be measurable and sustained. Examples include:

- Recognition for ambassadorial success—those who have made themselves highly knowledgeable about a myriad of questions and issues—the staff member who has positive interactions with all and goes above and beyond expectations each day to serve the community;
- Recognition for dedication to make things work—exemplify the “go to” person who often provides support to other staff so that they can provide ambassadorial service to students, faculty, and/or staff.

Nomination Process: To **nominate a staff member** for the **Outstanding Service Award** write a brief letter which includes:

- Nominee’s name, department, and title
- Provide an overview of the person’s commitment to outstanding service
- Please inform nominee’s manager of your nomination and secure his or her support; complete the following sentence and include it in the letter: “The nominee reports to <<name>>; s/he fully supports this nomination.”
- In addition to your letter, include letters of endorsement from the area department head and the area vice president or dean; up to two other letters of support may be attached, but are not required.
- Send your letter, supporting documentation and additional letters of support to: Kate Baker-Carr, Manager of Communications in HRM, at k.bakercarr@neu.edu by **Wednesday, February 20, 2013**.

The Outstanding Teamwork Award

Criteria: Teams nominated for this award will have demonstrated an exemplary ability to work together in a collaborative and cross-functional manner which enabled—or continues to enable—Northeastern to achieve excellence. The extraordinary teamwork impacted—or continues to impact—an area critical to the life of the University such as student life, research, community engagement, experiential learning. Examples include:

- Recognition for a long-standing team which consistently functions at the highest level and in doing so exemplifies Northeastern’s commitment to excellence
- Recognition for a task force convened to achieve a particular goal and did so in a manner that demonstrated and modeled exceptional teamwork across a wide-range of constituents within and/or external to Northeastern.

Nomination Process: To **nominate a team** for the **Outstanding Teamwork Award**, write a brief letter which includes:

- Name, department, and title of all team members; please identify the team’s leader
- Provide an overview of the team’s exemplary teamwork
- Please inform the team leader’s manager of your nomination and secure his or her support; complete the following sentence and include it in the letter: “The team leader reports to <<name>>; s/he fully supports this nomination.”
- In addition to the letter, include letters of endorsement from the area department head and the area vice president or dean; up to two other letters of support may be attached, but are not required.
- Send your letter, supporting documentation and additional letters of support to: Kate Baker-Carr, Manager of Communications in HRM, at k.bakercarr@neu.edu by **Wednesday, February 20, 2013**