



## **THINK. TEACH. DO.**

### **STAFF AWARDS PROGRAM**

The *Think. Teach. Do. Staff Awards Program* was developed by the Staff Recognition & Awards Subcommittee in collaboration with the Associate Dean for Administration and Finance. The Staff Recognition and Awards Subcommittee is an extension of the Staff Senate working group.

The subcommittee was established to acknowledge staff achievements, behaviors, and strong work ethics, embodying SPH's mission and values. The objective of this Awards Program is to develop a recognition system aimed at increasing team morale and staff resilience while rewarding staff excellence at BUSPH. Much like the scope of the subcommittee, this awards program is also designed to stimulate innovation and novel approaches to work-related tasks/projects.

#### **Target Audience**

The target population are all BUSPH part-time and full-time staff.

#### **Award Descriptions**

The *Think. Teach. Do.* Staff Awards structure is modeled after the credo, "Think. Teach. Do. For the Health of All", which represents the core purpose of BUSPH. These three award categories recognize SPH staff members whose contributions have positively impacted SPH and/or BU. Awards will be given to up to two (2) staff members in each of the three categories on a quarterly basis (up to six awards, four times per year). Awardees will be announced during all-school assemblies. Each recipient will receive a pre-tax award of \$400 dollars.

#### **Eligibility**

*All* staff members, part-time (pro-rated) and full-time, who have been employed for over six months at BUSPH are eligible for these awards.

An individual may receive up to one award in each of the three categories per year. In order to provide sufficient information on a nominee's contributions, separate nomination forms are required for each category.

#### **Award Categories**

##### **Think** - Innovation, Research Activities, Program Development

- The **Think**. Award is presented to an individual who has demonstrated exceptional innovation in research activities, program development, or the creation/ implementation of tools and systems that dramatically improve processes within a unit or SPH as a whole. Efforts meritorious of this award advance the strategic priorities of SPH.

##### **Teach** - Mentorship, Advising, Training, Facilitation

- The **Teach**. Award is presented to an individual whose collaborative work has had a positive impact within the SPH community. They may have taken ownership of key concerns and needs, acted on opportunities, solved problems, or brought people and resources together to make processes more efficient/accessible for others.

**Do** - Community Service, Diversity & Inclusion, Community Support, Grant Management

- The **Do**. Award is presented to an individual who has created extensive opportunities for others toward community building and making connections through programs, policies, and/or spaces. These efforts should honor the experiences of various populations and reflect the BUSPH core purpose to spark social change, foster a sense of belonging, and build relationships across differences.

**Budget**

Barring any unusual financial/budgetary challenges the school may experience, annual budget of **\$9,600**.

- \$400 award amounts (if full-time staff, pro-rated for part-time staff)
- up to a total of six (6) winners per quarter (up to two staff members for each category)

**Marketing and Award Announcement**

- An email notice will be sent to all nominees, stating that they were nominated for an award, so they receive immediate feedback.
- There will be an *SPH Today* feature/ADA note featuring the launch of the awards (acknowledgment to the sub-committee and how to nominate for the T.T.D Awards).
- Notice about the award winners will be disseminated through Staff Senate Officers to units/departments in the meeting recap email communication.
- Award recipients will also be announced at the relevant school-wide assembly.

**Criteria for Nominators**

- Any member of the student body, faculty, or administration at SPH may nominate staff.
- Nominators must complete the [nomination form](#), providing detailed, specific examples of how the staff member has met or exceeded the criteria outlined for these awards. Additional attachments demonstrating nominees' contribution(s) to the department or university are recommended, but not required.

If you have questions regarding the nomination process, please contact the Associate Dean for Administration & Finance.

**Best Practices**

***What measures will be put in place to make this a success?***

- A relevant question will be added to the staff survey.
- Staff Senate representatives will send out quarterly notification emails regarding the awards to encourage the program. This includes communications to the Faculty and Student Senates as well.
- A page will be developed on the SPH website to host information about the **Think. Teach. Do.** Awards, including the nomination form.
- The Governing and Administrative Councils will provide their support.

**Selection Criteria**

Staff Excellence is described as, "the quality of providing outstanding service or going beyond an individual's job duties". This may include taking on projects outside one's core duties, participation in University/SPH task forces, leadership groups, committees, pilot programs, etc.; generating new and innovative ideas with tangible positive results and impact on the work of others; participation in outside activities that directly benefit the organization.

A rubric will be used to rate each nominee:

<b>Outstanding (3)</b>	<b>Meets (2)</b>	<b>Limited (1)</b>
Nominator provided specific and measurable examples of the nominee's excellence within the project/activity that far exceeded the criteria of the nominee's current job description. Provided documentation illustrates the nominee's superior contribution(s).	Nominator provided specific and measurable examples of the nominee's excellence within the project/activity that meets the criteria of the nominee's current job description. Provided documentation illustrates the nominee's contribution(s).	Nominator provided limited information and description of the nominee's excellence within the project/activity. Provided documentation was lacking or vague.

**Selection Committee**

1. Associate Dean for Administration and Finance – Chair
2. Staff Senate Chair (in the event of the latter being a nominee, ADA selects alternate member, beginning with Staff Senate officers and then unit representatives)
3. Rotating Administrative Council member. Schedule to be provided.

**Demographic Data**

Information about nominators, nominees, and recipients will be collected and analyzed by the Administrative Council or designee to ensure that the nomination and award process is equitable.

**Think. Teach. Do. Awards Nomination Form - Sample**

**All nominations must be submitted via the [nomination form](#) in the Staff and Operations Handbook**

Nominator Name: \_\_\_\_\_  
 Nominator Email: \_\_\_\_\_  
 Nominee Name and UID: \_\_\_\_\_  
 Nominee Email: \_\_\_\_\_

Date: \_\_\_\_\_

Nominator Role:  
 Faculty  Staff  Student

Award Category (Select one)

- Think.** Award - Innovation, research activities, program development
- Teach.** Award - Mentorship, Advising, Training, Facilitation
- Do.** Award - Community Service, Diversity & Inclusion, Community Support, Grant Management

The **Think.** Award will be presented to an individual who has demonstrated exceptional innovation in research activities, program development, or the creation/implementation of tools and systems that dramatically improve a process. This staff member's effort advances the strategic priorities of SPH.

The **Teach.** Award will be presented to an individual whose collaborative work has had a positive impact within the SPH community. They may have taken ownership of key concerns and needs, acted on opportunities, solved problems, or brought people and resources together to make processes more efficient/accessible.

The **Do.** Award will be presented to an individual who has created extensive opportunities for others to build community and make connections through programs, policies, and/or spaces. These efforts should honor the experiences of various populations and reflect BUSPH's core purpose to spark social change, foster a sense of belonging, and build relationships across differences.

Review Committee Rubric

Outstanding (3)	Meets (2)	Limited (1)
Nominator provided specific and measurable examples of the nominee's excellence in the project/activity, far exceeding the criteria of the nominee's current job role. The documentation illustrates the nominee's superior contribution(s).	Nominator provided specific and measurable examples of the nominee's excellence in the project/activity that meets the criteria of the nominee's current job role. The documentation provided illustrates the nominee's contribution(s).	Nominator provided limited information and description of the nominee's excellence within the project/activity. The documentation provided was insufficient or vague.

Questions to consider:

- How does the nominee's work performance go above and beyond the call of duty? Please provide specific examples.
- What are the nominee's significant contributions? Please provide specific examples explaining the situation, action taken and outcome.

- How did the nominee's efforts contribute to the department, school or university?

Please describe how the nominee fulfills the criteria (in 500 words or less).

You are also encouraged to submit relevant documentation to support this nomination.

**Think. Teach. Do. Awards Review Form (For Committee Use Only)**

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Nominator Name: \_\_\_\_\_

Nominee Name & UID: \_\_\_\_\_

Award Category (Select one)

- Think.** Award - Innovation, research activities, program development
- Teach.** Award - Mentorship, Advising, Training, Facilitation
- Do.** Award - Community Service, Diversity & Inclusion, Community Support, Grant Management

Score each category according to the scale with 3=Outstanding, 2= Meets, and 1=Limited. Please add brief comments explaining scores.

Outstanding (3)	Meets (2)	Limited (1)
Nominator provided specific and measurable examples of the nominee's excellence in the project/activity, far exceeding the criteria of the nominee's current job role. The documentation illustrates the nominee's superior contribution(s).	Nominator provided specific and measurable examples of the nominee's excellence in the project/activity that meets the criteria of the nominee's current job role. The documentation provided illustrates the nominee's contribution(s).	Nominator provided limited information and description of the nominee's excellence within the project/activity. The documentation provided was insufficient or vague.

**Innovation:** What makes the nominee's work innovative? How can it be duplicated to improve and elevate the school or department? \_\_\_\_

Comments:

**Impact:** How does the nominee's work strengthen the school's mission or spark positive social change? \_\_\_\_

Comments:

**Collaboration:** How does the nominee's work demonstrate teamwork across disciplines/departments? \_\_\_\_

Comments:

Overall Evaluation Score: \_\_\_\_