



Harvard Heroes 2016 OVERVIEW

WHAT IS HARVARD HEROES?

Harvard staff members, often working behind the scenes, contribute vitally to Harvard’s excellence. Staff contributions include building and maintaining the vast technical, financial, physical, and human infrastructure upon which the academic enterprise relies. Harvard Heroes is an annual program that recognizes and celebrates high-performing staff from across every school and the Central Administration. These staff members have been nominated and/or selected by their peers and departments for work that that supports the mission of Harvard at the highest levels of contribution, impact and excellence by going above and beyond.

The Harvard Heroes program goes back more than 20 years, when it was introduced within the Vice President of Administration (now Campus Services) area to recognize the contributions of high-performing staff there. In 2012, Harvard Heroes became a University-wide program. Each year, the program is reviewed to ensure it reflects the dynamic needs and goals of the University. For example in 2014, Harvard Heroes began recognizing individual staff members for excellence in sustainability and last year, exemplifying the value of “One Harvard” was added to the nomination criteria (see below for the complete list).

Following the nomination and selection process in February and March, University leaders, colleagues, friends, and family will join in celebrating those named as Harvard Heroes at 3:30 p.m. on June 6, 2016 at Sanders Theatre. All are invited to the ceremony (no tickets are needed) and the reception that follows in Annenberg Hall.

Hosted by the President and the Vice President of Human Resources, we will recognize our Harvard Heroes again for their leadership, teamwork, adaptability, and exceptional contributions.

WHO CAN BE NOMINATED AS A HARVARD HERO?

An individual Harvard administrative/professional, support or service and trades staff member who has at least one year of benefits-eligible service can be nominated as a Harvard Hero. Harvard coaches in the “other academic” category may also be nominated. (Faculty, post-doctoral fellows, temporary employees, students, and co-ops are not eligible.) If you have a question about the eligibility of an individual that you have in mind, please contact your local HR representative.

CAN A TEAM BE NOMINATED FOR HARVARD HEROES?

Only individuals can be honored as Harvard Heroes. We encourage nominating a team’s leader or “MVP” for his or her extraordinary achievements.

WHO IS ELIGIBLE TO NOMINATE SOMEONE TO BE A HARVARD HERO?

Any Harvard staff or faculty member may nominate a staff member to be a Harvard Hero.

HOW DO I NOMINATE SOMEONE TO BE A HARVARD HERO?

If you wish to nominate an employee who works at:	Then:
All schools except GSD and HKS, all Allies, and all CADM units except HUHS	Staff members in these schools and units will receive an email in February with a direct link to the online nomination, which can also be found by going to the Harvard Heroes page on the Harvard Human

	Resources website.
HKS, GSD, or HUHS	Please consult the HR page of your local intranet or contact your local HR office for information.

WHEN IS THE NOMINATION PERIOD?

The nomination period is from **Monday, February 22 through Monday, March 14, 2016**.

WHAT ARE THE CRITERIA TO BE NOMINATED AS A HARVARD HERO?

The Harvard Heroes recognition program is designed to acknowledge and celebrate the highest levels of contribution, impact and excellence in such areas as:

- Innovative ideas/transformational impact
- Remarkable cumulative contribution—multiple achievements/contributions over several/many years
- Extraordinary one-time achievement
- Exemplary sacrifice for co-workers, department, or Harvard
- Making Harvard a great place to work, teach, and learn

The achievement or contribution must be Harvard-related and should have occurred primarily during calendar year 2015 and/or 2016.

A Harvard Hero will consistently demonstrate at least one of the criteria listed here:

- **Embracing Change** -- Takes initiative to seize the opportunities that change represents; demonstrates flexibility and adaptability. Helps others anticipate change, envision the future, and meet transitional challenges. Helps Harvard adapt to new and emerging realities while preserving what is most important and valuable.
- **Citizenship and Community** -- Outstanding citizenship at either the local or University level. Takes action to build or strengthen a caring, connected University community. Makes Harvard a great place to work, teach, and learn.
- **Fostering an Environment of Diversity and Inclusion** -- Makes Harvard safe, respectful, and welcoming for everyone. Takes actions to increase diversity; challenges exclusionary attitudes, actions, or results.
- **Leadership and Management** -- Communicates the vision and mission of the organization and translates them into actionable goals. Develops, coaches, and motivates diverse individuals and teams. Promotes a positive culture of engagement within the immediate team and across the organization.
- **Mission and Values** -- Contributes directly to Harvard's mission of teaching and research; exemplifies integrity and truth (*veritas*). Reflects and contributes to Harvard's excellence.
- **One Harvard** -- Makes "One Harvard" a reality by spanning boundaries, removing barriers, and reducing divides between people, teams, and departments. Exemplifies cross-University cooperation and collaboration. Develops and shares resources, approaches, and solutions to benefit the whole University.
- **Service Excellence** -- Provides outstanding service to faculty, staff, students, or departments.
- **Stewardship** -- Maintains mission, quality, service, or safety while improving efficiency or reducing costs. Protects the University and its people from risk or harm.
- **Sustainability** -- Contributes to Harvard's sustainability commitment. Fosters collaboration, inspires others. Builds scalable solutions.
- **Teamwork** -- Being a valued teammate, colleague, collaborator, or partner. Going above and beyond to make the jobs of others easier. Shares knowledge, expertise, and information generously. "Pitches in" to get the job done.

- **Innovation/Continuous Improvement** -- Finds new ways to do things better; uses innovative methods, approaches, technology, or information to work smarter or more effectively. Challenges existing paradigms and assumptions; sees alternative ways to view or define challenges. Develops innovative solutions to problems large or small.

HOW ARE HARVARD HEROES SELECTED?

Nominations are reviewed by local HR for eligibility, accuracy, and completeness. Each “tub” designs its own selection process -- typically involving a committee of leaders, managers, employees, and past Heroes – to determine their Heroes based on achievement, demonstrated excellence, consistency with the selection criteria, and impact.

WHEN WILL WINNERS BE ANNOUNCED?

Harvard Heroes for 2016 will be announced in April.

HOW MANY HARVARD HEROES WILL THERE BE IN 2016?

Being named a Harvard Hero is an honor of high distinction – only about 60 Heroes, or ½ of 1% of eligible staff, will be named. Every School will have at least one Harvard Hero. Larger schools and Central Administration units will have additional Heroes, based on their proportionate share of eligible staff.

WHEN IS THE 2016 HARVARD HEROES CEREMONY?

The 2016 Harvard Heroes ceremony, hosted by President Faust, will be held on Monday, June 6, 2016 at 3:30 p.m. in Sanders Theatre in Memorial Hall, Cambridge. There will be a reception to follow in Annenberg Hall. All employees are invited to the ceremony and the reception; Harvard Heroes may also invite family members and friends.