



Harvard Heroes 2017 FACT SHEET

WHAT IS HARVARD HEROES? Harvard Heroes is an annual University-wide program to honor high-performing staff. These staff members have been nominated and/or selected by their peers and departments for work that supports the mission of Harvard at the highest levels of contribution, impact and excellence. The program begins with nominations in the spring and culminates with a celebration hosted by the President at Sanders Theatre in June. The Ceremony and the reception that follow are open to all employees plus invited guests of the honorees.

HARVARD HEROES KEY DATES:

Nomination period	Wednesday, February 22 through Friday, March 10, 2017
Announcement of Heroes	April 2017
Harvard Heroes Ceremony and Reception	Monday, June 5, 2017, 3:30 p.m. in Sanders Theater, reception to follow in Annenberg Hall

ELIGIBILITY: Administrative/professional, support staff and hourly employees with at least one year of benefits-eligible service are eligible to be nominated, as are coaches in the FAS. Harvard Heroes only recognizes individuals, not teams. Harvard Heroes does not provide posthumous recognition. Any faculty or staff member may make a nomination.

NOMINATION PROCESS:

<i>To nominate a staff member from...</i>	<i>Then...</i>
All schools except HKS and GSD All Allies and Central Administration 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 HARVie.
HKS, GSD, or HUHS	Please consult the HR page of your local intranet or contact your local HR office for information.

NOMINATION CRITERIA: Harvard Heroes is designed to acknowledge staff who set a standard of exemplary achievement and contribution to the mission in a wide variety of areas – from supporting One Harvard efforts to reducing divides across Harvard, to leadership and management to customer service excellence and much more. Visit the [Harvard Heroes webpage](#) for full criteria.

SELECTION PROCESS: School/Units design their own selection process — typically involving a committee of leaders, managers, employees, and past Heroes – to select their Heroes based on achievement, consistency with selection criteria, and impact.

HOW MANY HARVARD HEROES WILL THERE BE IN 2017: Being 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 and major Central Administration area is represented, generally based on their proportionate share of eligible staff.