2018 Baruch College Excellence Award

Nomination Process Guide
A UNIQUE OPPORTUNITY

Recognition of accomplishment is one of many activities that are critical to creating and improving employee morale. Baruch College continues to build on the previous success of our recognition program and to align the staff recognition awards closely with the intent of the College’s vision for the future and core value as put forth in the Strategic Plan.

VALUES ARTICULATED IN THE Baruch College Strategic PLAN: Institutional Effectiveness

| Leadership                                                                 | • Provide pioneering thought leadership  
|                                                                          | • Anticipate change and shape the future  
|                                                                          | • Develop future leaders with superb problem-solving ability  
|                                                                          | • Commit to public service               
| Innovation/Sustainability                                                 | • Advance groundbreaking research        
|                                                                          | • Leverage technology to create new fields of study  
|                                                                          | • Encourage and reward originality of thought, approach, and action  
|                                                                          | • Push boundaries                         
|                                                                          | • Nurture a culture of curiosity          
| Excellence In Process Improvement                                         | • Maintain the highest academic, research, and administrative standards  
|                                                                          | • Have a passion for continuous improvement  
|                                                                          | • Embrace change that enables progress    
|                                                                          | • Celebrate achievement                   
| Service to the Baruch Community                                          | • Project a welcoming, inclusive culture  
|                                                                          | • Demonstrate mutual respect among faculty, staff, and students  
|                                                                          | • Celebrate uniqueness in thought, background, perspectives, and intellectual pursuits  
| Collaboration                                                            | • Proactive engagement                    
|                                                                          | • Motivate others to gain consensus in problem solving or development  
|                                                                          | • Encourage participation                 
|                                                                          | • Nurture an inclusive exchange of ideas and/or resources  

THE NOMINATING PROCESS

1. Complete the online nomination form at http://www.baruch.cuny.edu/hr.
   - In addition to nominations from others, self-nominations are invited and encouraged.
   - Staff, faculty, and students may nominate employees or departments/teams (for select awards).

2. Gather support** (Please have nomination supporters complete on-line Support Form at http://www.baruch.cuny.edu/hr.
   - Thoughtfully consider others who can relate different aspects of the employee’s merit for the award. The goal is to fully describe, from as many different points of view as possible, the employee’s attitude, specific behaviors, approach, and results.
   - A successful nomination must be supported by at least 3 letters of support. Ask others to complete the online support form at http://www.baruch.cuny.edu/hr. It is expected that you will include a minimum of three letters of support, but not more than six.
   - Support may come from inside or outside the College.

TIMELINE AND SUBMISSION DEADLINES

<table>
<thead>
<tr>
<th>Actions Items</th>
<th>Date or Deadline</th>
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<tbody>
<tr>
<td>2018 Baruch College Excellence Awards - Nominations Communication</td>
<td>Thursday, February 22, 2018</td>
</tr>
<tr>
<td>Nominations close</td>
<td>Friday, March 16, 2018 at 5:00 p.m.</td>
</tr>
<tr>
<td>Forward completed nominations with supporting documentation to Baruch College Excellence Awards Committee.</td>
<td>Tuesday, March 19, 2018</td>
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<tr>
<td>Excellence Awards Committee reviews selection criteria and consider possible nominees.</td>
<td>Thursday, March 22, 2018</td>
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<tr>
<td>Excellence Awards Committee advances recommendations to President Wallerstein for review and approval.</td>
<td>Friday, March 23, 2018</td>
</tr>
<tr>
<td>Finalize and announce 2018 Baruch College Excellence Awards Recipients</td>
<td>Thursday, March 29, 2018</td>
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<tr>
<td>Staff Service and Excellence Recognition Reception</td>
<td>Wednesday, April 11, 2018</td>
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QUESTIONS AND ASSISTANCE

If you need assistance or guidance, members of the President’s Office and the Office of Human Resources are ready to assist you.

- Visit: www.baruch.cuny.edu/hr/staff.htm
- Phone: Kenya Lee 646-660-3322, Eubie Toro-Rodriguez at 646-660-6601 or Monique Brown George at 646-660-6596.
**Detailed Description Regarding Critical Behaviors**

**Leadership**

**Description**

According to Harvard University Professor Ron Heifetz, *leadership is a verb, not a noun.* We only see leadership in action. Leadership is not the same as position or authority, and accordingly, recognition of exceptional leadership should be without regard for the individual’s level of supervisory responsibility. A leader is someone who motivates, influences, and develops - both groups and individuals - to achieve Institute goals. Recognition for leadership is *appropriate for individuals who effectively motivate and focus others to solve relevant problems.*

**Behaviors likely to be exhibited by someone exercising leadership**

*This partial list of behaviors below should help guide your thinking about whether the employee/team has demonstrated leadership.*

- Initiates positive action without being directed to do so
- Overcomes differences to achieve agreement
- Inspires change or productivity in others
- Gets others focused on solutions
- Works effectively across departments or organizations
- Motivates others without formal authority
- Exhibits a willingness to take on any responsibility necessary to achieve success - not only the figurehead or convener role

**Questions to assist the nominator**

*As you think about colleagues who deserve nomination, consider the questions below. The questions do not need to be answered directly, but they should help shape your nomination.*

- What was the problem that the employee/team recognized and how pervasive was the problem?
- What, in the way that the employee/team approached the problem, was significant to their ability to motivate others to address the problem?
- Involving others is only a part of collaborating effectively. How did the employee/team bring out the best in others who were involved?
- How did the employee/team use the experience to grow and develop others?
INNOVATION/ Sustainability

Description

Innovation requires the ability to see beyond present circumstances and practices. Some employees see challenges and respond by creating something new (innovating). Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two key concepts: the concept of needs to which priority should be given and the idea of limitations imposed by the state of technology and social organization on the environment’s ability to meet present and future needs. Recognition for innovation/sustainability is appropriate for those who approach their work with a focus on sustainability or consistently inventing new tools, processes, or systems.

Behaviors likely to be exhibited by Innovator

This partial list of behaviors below should help guide your thinking about whether the employee/team has demonstrated innovation.

- Is seldom satisfied with current state. Constantly asks “how can we do this better?” And “why do we do it that way?” Frequently considers non-traditional approaches.
- Regularly evaluates situations, gathers data, and uses the data, to identify opportunities for change. Regularly identifies problems but focuses on potential solutions.
- Proactively seeks feedback and involvement from constituents.

Questions to assist the nominator

As you think about colleagues who deserve nomination, consider the questions below. The questions do not need to be answered directly, but they should help shape your nomination.

- Did the employee/group invent a new solution, or redesign an existing system, process, procedure, or tool?
- In what ways did the employee/group get others to see the value of the improvement? What factors within the employee/group’s approach helped successfully demonstrate the value of the changes to others?
- What obstacles did the employee/group face, and how was leadership exercised to overcome the obstacles?
- What have been the impacts (consider people, process, financial, reputation, and trust aspects)?
Excellence in Process/Systems Improvement

Description

Excellence in continuous improvement of processes and systems require the ability to see beyond present circumstances and practices. Some employees see challenges and respond by reengineering to increase effectiveness, efficiency, value, or levels of service (improvement). Some refer to these approaches as “out of the box” thinking or continuous improvement. Recognition for excellence in improvement is appropriate for those who approach their work with a focus on consistently improving tools, processes, or systems.

Behaviors likely to be exhibited by Improvers

This partial list of behaviors below should help guide your thinking about whether the employee/team has demonstrated their commitment to process/systems improvement.

- Uses a systems-thinking approach
- Sees the bigger picture - the connection and inter-relation of people, processes, and technology
- Possesses both initiative and the ability to follow through
- Exhibits a willingness to take on any responsibility necessary to achieve success - not only the figurehead or convener role
- Persists despite obstacles and challenges

Questions to assist the nominator

As you think about colleagues who deserve nomination, consider the questions below. The questions do not need to be answered directly, but they should help shape your nomination.

- Has the employee/group created a program (many processes, procedures, tools, etc?) or only a component?
- What problem was resolved or challenges overcome as a result of the new program?
- In what ways is the employee/group breaking new ground with his or her program?
- What has the employee/group done to promote, advertise, and/or advocate the idea so that others can understand the value?
- What have been the impacts (consider people, process, financial, reputation, and trust aspects)?
SERVICE TO THE BARCH COLLEGE COMMUNITY

Description

Service is a core element of the College’s strategic plan. It is both expressed and implied in our efforts to improve the human condition through education and research. In its purest form, service defines actions and activities that go beyond the scope of an employee’s work duties and assignments for the betterment of others and the Baruch community. Recognition for serving the Baruch community is appropriate for those who, outside of their professional responsibilities, engage in activities that help others.

Recognition Criteria

- Has a positive impact on others in the Baruch Community
- Offers service above and beyond his or her formally defined job in order to meet the needs of others
- Demonstrates a true concern for humankind by offering his or her time, talents, or both, and produces concrete and tangible outcomes
- Demonstrates service above and beyond simple involvement
Collaboration

Description

Collaborative development or improvement of programs, resources or services that have measurable impact. For example, a successful program requires and likely includes a set of services, tools, and methods of communicating with constituents. Recognition for those who collaboratively conceive, implement and/or improve a program, resource or service.

Recognition Criteria

• Encourages proactive engagement
• Motivates others to gain consensus in problem solving or development
• Encourages participation
• Nurtures an inclusive exchange of idea and/or resources