



*A*ward Overview:

The ACE Award is the Harvard Chan School's way of acknowledging staff (individual or a team of 3-5) who have made an extraordinary effort in the workplace. In addition to their regular responsibilities, they accomplished something special or exemplified extraordinary commitment to the workplace and the School's mission. The ACE award is also an opportunity to acknowledge SPH managers who led by example, effectively developed and recognized staff while fostering an environment of collaboration.

*A*ward Guidelines:

- Two awards will be given each academic year:
 - Summer Award
 - Call for Nominations: May/early June
 - Award Announcement: July/early August
 - Winter Award:
 - Call for Nominations: October/early November
 - Award Announcement: December/early January
- Award will be a \$300 gift certificate for one staff member.
- If an achievement was completed by a team of 3-5 staff members, a team may be nominated for a single award, with each named member receiving a \$100 gift certificate.
- The award winner will receive acknowledgement in an announcement to staff and faculty, on the School website, receive a brief write-up of the nomination details, and optionally, have their photo taken.
- A staff member or team may be nominated based on achievement completed within the past twelve months.
- Nominations may be submitted by any member of the Harvard Chan School community (i.e., faculty, staff, or student); nominations may not be submitted for oneself or anonymously.

*A*ward Qualifications:

- Eligible nominees are any Harvard Chan School benefits-eligible, staff (exempt or non-exempt).
- Eligible nominees must be in good standing.
- Eligible nominees must have a minimum of one year of service at the Harvard Chan School.
- If a team is nominated, each nominated member of the team must meet the above qualifications.

Nomination Process:

- [Click here](#) to access the online nomination form or visit the HR website at <http://www.hsph.harvard.edu/human-resources/recognition/>.
- Nominations will be reviewed by the Recognition Committee which consists of a diverse, representative group including directors, staff and HR representatives.
- Should you have any questions, please email the Recognition Committee at recognition@hsph.harvard.edu.