April 1, 2010

Dear Members of the SHASS Community,

I am pleased to announce the 2010 SHASS Infinite Mile Awards and invite you to submit nominations for your colleagues who have demonstrated exemplary service. This year we are seeking nominations in five categories (two brand new). We hope you will be generous in your thinking and submit as many nominations as you wish. In these times of constrained budgets, increasing workloads and higher stress, we encourage you to recognize the excellence within our SHASS community.

The awards will be conferred in the following categories, which are described in detail in the attached document:

- The Gets Great Results Award
- The Promotes Diversity/Inclusion Award (NEW!)
- The Positive Attitude Award
- The Protecting Our Planet Award (NEW!)
- The Unsung Hero Award

Nomination Process
The nomination process is quick and easy, and we invite you to submit as many nominations as you feel appropriate. This is an “open” nomination process, whereby all members of the MIT community are invited to nominate those deserving of reward and recognition. 

Nominations can be made by anyone with a working relationship to the nominee – i.e., peers, supervisors, customers (internal and external to MIT or organizational unit), students, faculty, other academic, administrative, support, sponsored research, and service staff.

Nominations should be substantive: please give specific examples of the nominee’s extraordinary contributions and how this work relates to the criteria/description established for each award. You may attach a letter to the Nomination Form, but please limit attached nominations to NO MORE THAN ONE SINGLE-SPACED PAGE.

To make the process as convenient as possible, you may submit the attached nomination form via email to kducharm@mit.edu. This form is also available on the SHASS website at the following address: http://shass.mit.edu/inside/awards/staff. Nominations are due no later than April 26, 2010. You may also mail your completed nomination forms to Kerry Ducharme at 4-240.

A Few More Details
Please note that R&R Awards are meant to supplement, rather than replace, any existing reward mechanisms currently in place within administrative units, and are expressly distinct from base pay. Also note that employees under disciplinary action of any kind will be excluded from the R&R Program during the award period that the disciplinary action is in effect.

It is important to note that in general the SHASS Infinite Mile Awards are meant to recognize and reward individuals who provide “exceptional/above and beyond” service, and, therefore,
Nominations are open for the 2010 SHASS Infinite Mile Awards!

we ask that you refrain from nominating headquarters staff as though they were a collective “team” when, in fact, they all have individual jobs and responsibilities. Please nominate teams only when they are actual teams, such as past winners the LLARC team in FL&L and the Rinaldi team in Music & Theater Arts.

The SHASS Infinite Mile Ceremony
The Awards Ceremony, scheduled for 12:00 pm on May 11th, will be held in 32-D850, the Linguistics & Philosophy Lounge. Everyone is welcome!

I look forward to an active nomination process and to seeing you all at our Infinite Mile Celebration.

Sincerely,

Deborah K. Fitzgerald
Kenan Sahin Dean
School of Humanities, Arts, and Social Sciences

cc: Kande Culver
    Lianne Shields
    Sue Mannett
    Judith Stein