

**McCormick Staff-Team Appreciation and Recognition (STAR) Leadership Award  
GUIDELINES**

1. Purpose. The McCormick STAR Leadership Award program provides a way to recognize individuals who demonstrate leadership and support of McCormick's collaborative effort to achieve Excellence at All Levels. Specifically, the program is designed for co-workers or supervisors to nominate staff members to receive school-wide recognition by the dean for exceptional projects or effort that went above and beyond regular job duties in one specific academic quarter (fall, winter and spring). A selection committee composed of senior McCormick administrators (ineligible for selection) and staff representatives (ineligible for selection during their period of service) will consider all nominations during the fiscal year and recommend a finalist to the dean for selection as the McCormick STAR Leader of the quarter.
  
2. Eligibility. All McCormick-payrolled staff, full-time or part-time, exempt or non-exempt, with minimum of one year permanent service at McCormick and who are in good standing are eligible for nomination. Awards under this program are not applicable to deans, directors and faculty.
  
3. Procedures. Any McCormick administrator, staff or faculty member may nominate any eligible staff member for the quarterly STAR Leadership Award using the online nomination form. Nominations may be submitted at any time. Nominations must be received by noon on Wednesday one week prior to the quarterly staff recognition reception date to be considered. There is no limit to the number of nominations that may be submitted in any given quarter. Nominees who are not selected for the award in a given quarter will be re-considered by the committee in subsequent quarters during the same fiscal year. The committee will evaluate all nominees who meet the nomination criteria, and forward descriptive nomination packages on primary and alternate candidates with ranked recommendations to the dean for final approval. The dean will announce the recipient of the McCormick STAR Leadership Award at the next quarterly staff recognition reception.
  - a. Nomination and Selection Milestones. Milestones for the STAR Leadership Award program will be scheduled and distributed in an e-mail message to all McCormick faculty and staff by the office of administration, finance and planning. These milestones will also be incorporated into the official McCormick calendar when it is published or updated. The Marketing department shall promulgate these dates in the bi-weekly McCormick News Bulletin.

The dean will host a quarterly staff recognition reception to announce the selection of the McCormick STAR Leader of the prior academic quarter. The reception will be approximately one hour in length and be considered a McCormick-wide official meeting for timesheet accounting purposes. This meeting will generally be held during the first month of the academic quarters: winter, spring and summer. The selection committee will meet approximately one week prior to review nominations and forward a recommendation to the dean. The deadline for submitting nominations to the committee will be noon on Wednesday one week prior to the staff recognition event date.

<b>Quarter of Demonstrated Leadership</b>	<b>Respective Recognition Event</b>	<b>Deadline to Submit Nominations</b>
Fall	January (winter)	Noon Wednesday 1 wk prior to event
Winter	April (spring)	Noon Wednesday 1 wk prior to event
Spring	July (summer)	Noon Wednesday 1 wk prior to event

- b. Selection Committee Composition. The selection committee will consist of seven members. The current human resources consultant for McCormick will be the one permanent member and serve as committee chair ex-officio. Additionally, three members of the McCormick deans' administration at the director level or above and three staff members below the level of director will complete the selection committee as non-permanent members rotating every two years on a staggered basis. All rotating member participation is voluntary. Rotating members serve two-year terms. Senior McCormick administrators will rotate duty on the committee. The associate dean for administration, finance & planning will coordinate the replacement of senior administration members with the other associate deans and the executive director of Corporate Relations through the dean's council. Staff memberships will be filled from volunteers from previous STAR award winners and nominees. Incumbent staff members will recommend replacements to the selection committee chair for approval by the dean at the completion of their terms at the end of the academic year (summer quarter).
- c. Nomination criteria. The program is designed to recognize leadership at all levels of responsibility on an academic year quarterly basis (fall, winter, spring). **The primary evaluation measure will be the degree to which a staff member's efforts go above and beyond the scope of responsibility appropriate to his/her position.** The nomination must detail specific accomplishments related to leadership demonstrated outside the nominee's normal duties during the quarter. Leadership may be personal leadership by example, supervisory leadership of a team, or workplace leadership of a particular project, depending on the nominee's position description responsibilities. Nominating individuals have the option to strengthen the nomination by addressing leadership traits with respect to valued Northwestern behaviors.
- d. Awards. McCormick will recognize STAR Leadership Award winners as follows:
- announcement of selection at the quarterly staff recognition reception, and
  - presentation of a certificate of appreciation, and
  - posting of the winner's name, picture and short biographical information on the Tech Information Center monitors and the McCormick web site, and
  - award of a McCormick personal floating holiday to be taken with supervisor approval of the date within one calendar year of the selection, and
  - a monetary award of \$250 (after taxes).
- e. Program review: Outgoing selection committee members will review the program procedures and effectiveness annually and recommend any changes or modifications to these guidelines in time to be incorporated for the first (fall) quarter of the subsequent year.
- f. Web Accessibility: The nomination form will be accessible via the McC website. Nominations can be submitted electronically or by paper.

4. Program Effective Date. This program took effect during the fall quarter (October-December) of academic year 2001-2002. The program continues with fall, winter, and spring nominations with award announcements in winter, spring and summer.