



Cornell University
Employee Assembly

Award for Staff Integrity and Inclusion Cover Sheet

Nominee Information

Name: _____ NetID: _____
Department: _____
Title: _____
Work Address: _____
Supervisor's Name: _____ NetID: _____
Time in Current Position: _____ Time at Cornell: _____

Nominator Information

Name: _____ NetID: _____
Department: _____ Title: _____
Work Address: _____
Work Phone: _____

Nomination Packet checklist

- Cover Sheet
- Nomination letter, explaining why the nominee deserves the award, citing relevant examples wherever possible. This can be co-signed by multiple staff members.
- One additional brief letter of support from other members of the Cornell community (staff, faculty, students, administrators, alumni)

Please Note: Nominations and letters of support should be no more than 2 pages each.
A limit on length allows for a manageable, equitable review process of each nomination.
Each nomination is reviewed by committee members as part of the selection process.

Award for Staff Integrity and Inclusion

Background:

In 2013, the Employee Assembly established the Opperman Award to extend their appreciation and gratitude to Vice President of Human Resources and Safety Services, Mary George Opperman for fostering a positive environment where staff are valued contributors to the campus community and its mission. Furthermore, VP Opperman has supported the engagement and inclusion of staff across campus in response to the Employee Engagement Survey, fostering an environment where employees can express their opinions and share experiences while working to create recommendations on core issues of concern discovered in the survey. Therefore, the Employee Assembly passed Resolution 5 on May 31, 2013 to publicly recognize VP Opperman for her continued efforts in creating a culture that allows staff to thrive at home and in the workplace.

In 2021, the Employee Assembly Communications, Outreach and Recognition Committee (CORC) launched the new Award for Staff Integrity and Inclusion in place of the Opperman Award for Staff Advocacy per resolution EA R10: Revision and Renaming of The Opperman Award.

Overview:

The Award for Staff Integrity and Inclusion will be given up to two times a calendar year by the Assembly to an **individual** employee who consistently demonstrates their commitment to encouraging and supporting staff integrity and inclusion.

Award recipients may be recognized at an EA recognition event and will receive a monetary award funded through the Office of the President.

Since its inception, **the Award for Staff Integrity and Inclusion (previously the Opperman Award)** has been received by ~~several~~ employees who have gone above and beyond to be exemplars of the University's mission and core values. ([See past recipients](#)).

Eligibility:

- 1) All benefits eligible ~~exempt and non-exempt~~ Cornell staff, **union and academic employees** ~~members~~ who work on the **Ithaca, Geneva, or Tech campus** are eligible for consideration for this award. *Please note: This **does not include** temporary and casual employees, graduate and undergraduate students, postdocs, visiting fellows, fellow post doc, post doc associate, cooperative extension staff or retired employees.*
- 2) Please note that each award has different eligibility criteria. If your nominee is not eligible for this particular award, we encourage you to explore other EA awards.
- 3) Nominations can be submitted by any Cornell employee (staff, faculty, or academic professional).
- 4) **Nominations must be for individuals only. If you would like to nominate a group, please visit the [President's Awards for Employee Excellence](#) website and nominate via the One Cornell category.**
- 5) **Nominees will be vetted with their college/unit HR representative to ensure they are in good standing.**

Selection Criteria:

Nominees must have a demonstrable history at Cornell of:

1. Communicating between differences in order to build a collaborative, inclusive and respectful community that engages everyone, no matter their background.
2. Consistent strong moral principles that coincide with the University's vision.
3. Is honest and trustworthy while demonstrating and adhering to high standards of personal conduct.
4. Demonstrating commitment to encouraging, advocating for, and supporting staff excellence with leadership, while being an advocate for work/life balance, flexible work arrangements, and promoting developmental opportunities.
5. Have a consistent, positive attitude that see changes or challenges as opportunities and helps others to see things from that perspective.

Please review the [scoring rubric](#) for details and examples.

Nominations:

Any ~~employee~~ **staff, faculty, or academic professional** wishing to nominate an **eligible Cornell employee colleague** should have direct experience with the nominee and must submit a completed nomination packet. The **submitted** nomination packet **should be** a single PDF document consisting of:

- 1) Cover sheet ([located on the EA ASII webpage](#))
- 2) Nomination letter explaining why the nominee deserves this award by providing answers to the questions below, citing relevant criteria and examples wherever possible. This can be co-signed by multiple employees.
 1. How does the nominee foster a positive environment where staff at all levels know they are valued and appreciated contributors to Cornell and its mission?
 2. How does the nominee's personal moral principles coincide with the University's vision?
 3. How does this nominee demonstrate high standards of personal conduct, honesty, and trustworthy behavior?
 4. How does the nominee show their commitment to encouraging, advocating for, and supporting staff excellence through promoting developmental opportunities, supporting flexible work arrangements, and/or advocating for a work/life balance?
 5. **Please give examples of how the nominee exemplifies the award criteria listed in the rubric.**
 6. ~~What examples can be provided to show how this nominee sees changes or challenges as opportunities and helps others to see things from that perspective?~~
- 3) ~~Nominations must include at least one additional brief letter of support and may include up three total brief letters of support~~ from other members of the Cornell community (direct supervisor, staff, faculty, students, administrators, alumni).

Please Note: Nominations and letters of support should be no more than 2 pages each. A limit on length allows for a manageable, equitable review process of each nomination. Each nomination is reviewed by committee members as part of the selection process.

Selection Process:

- 1) The Office of Assemblies will compile all nomination submissions and share with the Staff Recognition and Awards Sub-Committee (SRAC) members who will use the approved rubric to grade each nominee and then submit the top three highest ranking nominees to the CORC chair.
- 2) University Human Resources will review the nominees in the same process as the George Peter Award and President's Awards for Excellence.
- 3) SRAC chair will share the top three candidates with the CORC Chair to share with CORC members prior to next CORC meeting.
- 4) The CORC will cast a final vote of the top three candidates at the next CORC meeting.
- 5) Once the final candidate has been vetted and approved by HR, the SRAC chair will notify the nominee's supervisor.
- 6) After approval is received from the nominee's supervisor, SRAC chair will notify the nominator and then the nominee of the award.
- 7) If desired by the nominee's supervisor, the SRAC will coordinate and execute the recognition event with the nominee's supervisor and VP Lovely's office.

The selection committee is accepting nominations from xx **through xx (4 to 6 week timeframe)**. Note: previously declined nominations can be resubmitted, with updates as appropriate.

- Download the cover sheet (see above for downloadable/fillable PDF)
- Submit your [nomination online](#) (available at 12:01 AM on xx)

If you have any questions about the award and the process for nominations, please contact the chair of the Employee Assembly Communications, Outreach & Recognition Committee at employee-awards@cornell.edu or, for technical difficulties, contact the Office of the Assemblies at assembly@cornell.edu or (607) 255-3715.



Award for Staff Integrity and Inclusion
Nominee Assessment Guidelines/Rubric

Criteria	Assessment Guidelines / Rubric				
<p>Communicates between differences to build a collaborative, inclusive and respectful community that engages everyone, no matter their background.</p>	1 point (low)	2 points	3 points	4 points	5 points (high)
	<p>What we're looking for:</p> <ul style="list-style-type: none"> • Fosters and encourages an open environment. • Allows others to speak and finish their thoughts without interruptions. • Calls on others who have not had a chance to share. • Seeks to understand viewpoints. • Stands up for staff/peers/colleagues in adverse situations <p>Examples:</p> <ul style="list-style-type: none"> • Stands up for staff/peers/colleagues in adverse situations in situations where other community members treat staff in an uncivil manner. • Knowing that some of our quieter employees have great ideas, XXX always asks people who have yet to contribute what their thoughts are or asks them about it later since they are sometimes afraid to speak up in a group. • Helps find common ground or facilitates collaboration between opposing ideas 				
<p>Consistent strong moral principles that coincide with the University's vision.</p>	1 point (low)	2 points	3 points	4 points	5 points (high)
	<p>What we're looking for:</p> <ul style="list-style-type: none"> • Unwavering commitment to maintaining an ethical work environment. • Keeping in tune with the big picture of the University 				



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	<p>Examples:</p> <p>Regardless of Bob being Joe’s boss, Joe refused to give the interview questions to Bob’s friend ahead of time before the interview, so the process remained the same for all candidates.</p> <p>Although Cathy knew she could manually change the account expenses, she went through the recommended process so a documentation trail could be created.</p>				
<p>Is honest and trustworthy while demonstrating and adhering to high standards of personal conduct.</p>	1 point (low)	2 points	3 points	4 points	5 points (high)
	<p>What we’re looking for:</p> <ul style="list-style-type: none"> • Respects people's privacy and does not share information from one-on-one conversations. • Someone who always does the right thing, regardless of popularity. • Treat everyone with fairness and respect where staff of all backgrounds can feel valued and have a sense of belonging, so they feel free to express their ideas, opinions, and concerns. <p>Examples:</p> <p>When one of Chris’s employees comes to them with a situation that will need more opinions to solve the issue, Chris always makes sure to ask them if it is okay if Chris shares that information with someone else before sharing. This builds trust and respect.</p> <p>Cathy’s colleague brings a concerning matter to her. Cathy provides compassion and advice based on policy guidelines. Cathy has always experienced the same matter and offers to bring it their supervisor, but only with her colleague’s approval to share her experience as well.</p>				



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<p>Demonstrates commitment to encouraging, advocating for, and supporting staff excellence with leadership, while being an advocate for work/life balance, flexible work arrangements, and promoting developmental opportunities.</p>	1 point (low)	2 points	3 points	4 points	5 points (high)
	<p>Qualities we're looking for:</p> <ul style="list-style-type: none"> • Shares educational opportunities. • Encourages others to attend opportunities and helps support them while they do. <p>Examples:</p> <p>During my one-on-one meetings with Susan, she asks what my personal and professional goals are. As a follow-up to the meeting, Susan always shares some resources to help me meet those goals and asks what she can do to help me accomplish them.</p> <p>Cathy was impressed with a direct report's leadership skills on a current project. Cathy offers her direct report another opportunity to lead a project and to enroll in a CU Learn course on leadership.</p>				
<p>Has a consistent, positive attitude that see changes or challenges as opportunities and helps others to see things from that perspective.</p>	1 point (low)	2 points	3 points	4 points	5 points (high)
	<p>Qualities we're looking for:</p> <ul style="list-style-type: none"> • Someone who sees the positives in change and can help others see that too. • A welcoming and open demeanor <p>Examples: While others are grumbling about another change, Kate always lights up and says something like: "Ooh, if that happens, we could do this..." This tone is infectious and gets other people excited about the opportunity rather than upset about a change in routine.</p> <p>An accelerated deadline is dumped on the team – Cathy quickly brings the team together to determine if a solution offered last week could be the opportunity to meet this deadline.</p>				