

2026

# Human Resources CLICK & VIA Awards Toolkit



## Contents

CLICK Award Program.....	2
CLICK Award Overview .....	4
VIA Award Program .....	5
VIA Award Overview .....	6
CLICK & VIA Awards Timeline .....	7
CLICK & VIA Awards Process.....	8



## CLICK Award Program

The CLICK Award Program is a university-wide initiative designed to celebrate individuals who exemplify excellence in collaboration, leadership, innovation, communication, and knowledge—the five foundational pillars of the program. Rooted in Boston University’s core values of integrity, inclusion, community, collaboration, excellence, learning, service, and global perspective, the CLICK Award reinforces the behaviors that drive strategic impact and strengthen our institutional culture.

### Collaboration

- Breaks down silos and fosters cross-functional and community partnerships. Recognizes that the whole, whether across departments or between BU and the Boston community, is greater than the sum of its parts. Reflects BU’s values of collaboration and community.

#### Demonstration:

- Leads or actively contributes to initiatives that span departments, units, or external community organizations.
- Builds cross-functional or cross-sector coalitions that result in measurable improvements or innovations.
- Promotes a “we” over “me” mindset, encouraging shared ownership and collective impact.

### Leadership

- Leads from behind and inspires others through influence (vs. authority) within BU and the broader community. Embodies BU’s values of integrity, service, and inclusion.

#### Demonstration:

- Empowers peers to grow and lead.
- Exemplifies integrity, humility, and resilience in challenging situations.
- Champions institutional values in everyday actions, including those that uplift the Boston community and reflect BU’s commitment to service and inclusion.

### Innovation

- Challenges the status quo with bold, forward-facing ideas. Demonstrates BU’s values of excellence and learning.

#### Demonstration:

- Introduces or implements new processes, tools, or approaches with measurable impact.
- Demonstrates agility and creativity in solving complex problems.
- Drives change that leads to exponential (vs. incremental) benefits.

### Communication

- Practices transparent, honest, and effective communication. Reflects BU’s values of integrity and inclusion.

#### Demonstration:

- Shares critical information clearly and constructively, even when it is difficult.
- Builds trust through consistency, openness, and active listening.



- Bridges gaps between teams, leadership, and stakeholders to foster understanding and collaboration.

**Knowledge**

- Elevates others by sharing expertise and institutional wisdom. Embodies BU's values of learning and global perspective.

**Demonstration:**

- Mentors a colleague or contributes meaningfully to learning communities.
- Develops resources or tools that help others succeed.
- Promotes a culture of continuous learning and growth.



## CLICK Award Overview

### The CLICK Award:

- The CLICK Award consists of:
  - Public recognition at an annual university-wide event or around campus.
  - Personalized award certificate.
  - Spotlight in internal communications (i.e., *BU Today*).
  - A monetary honorarium of \$1500.

### Nomination Process:

- Nominations may be submitted by peers, supervisors, or direct reports.
- A brief narrative must accompany each nomination, citing specific examples of contributions, initiatives, or behaviors that reflect Boston University's values, and which are aligned with the award criteria.
- To nominate someone, [complete this form](#) and email it to [applause@bu.edu](mailto:applause@bu.edu).

### Nomination Period:

- Presented annually, with one recipient per year.
- In 2026, nominations will be accepted from **Monday, February 9 through Friday, March 6, 2026**, and winners will be announced in March or early April.
  - In future years, the submission window will run from the third Tuesday in January through the Friday of the third week of the nomination period.

### Eligibility Criteria:

- Open to all Boston University staff members (full- or part-time).
- Nominees must be in good standing with the University.
- Contributions must have occurred within the past 12 months.
- Self-nominations are not permitted.
- To ensure equitable recognition across all levels of the organization, executive/senior leadership employees are not eligible for nomination.
- Individuals may receive a CLICK Award no more than once every five (5) years to ensure broad and equitable recognition across the university community.

### Selection Process:

- A cross-functional panel of staff and HR representatives will review nominations using a standardized rubric.
- The committee will assess nominations based on clearly defined criteria such as impact, alignment with Boston University's core values, and demonstration of excellence. All deliberations will be conducted confidentially, and final selections will reflect a consensus-driven approach to ensure fairness and integrity.



## VIA Award Program

This award celebrates leadership that drives transformation and fosters a stronger, more connected community. It is a symbol of leadership excellence, values alignment, and community inspiration at Boston University. It acknowledges individuals whose leadership has shaped BU's culture, advanced its mission, and uplifted those around them.

Boston University is fortunate to have a wide breadth of exceptional leaders (past and present) across the organization. These individuals have consistently inspired, innovated, and driven meaningful change. Their dedication to BU's mission and their ability to lead with integrity and vision continue to shape our culture and elevate our impact. From strategic thinkers to compassionate mentors, these leaders have embodied the values that continue to make BU thrive.

The VIA Award recognizes individuals who exemplify the highest standards of dignity, fairness, and respect in their daily work and interactions at Boston University. This award honors those who consistently uphold the university's values and foster a culture of integrity, belonging, and excellence, regardless of their formal leadership role or title.

It also acknowledges a spirit of service that extends beyond our campus, reflecting BU's deep commitment to the Boston community. This award reinforces the university's legacy of civic engagement, a cornerstone of our identity.



## VIA Award Overview

### The VIA Award:

- The VIA Award consists of:
  - Public recognition at an annual university-wide event or around campus.
  - Personalized award certificate.
  - Spotlight in internal communications (i.e., *BU Today*).
  - A monetary honorarium of \$2500.

### Nomination Process:

- Nominations may be submitted by peers, supervisors, or direct reports.
- A detailed narrative describing how the nominee embodies dignity, fairness, and respect.
- Specific examples of contributions, initiatives, or behaviors that reflect these values, especially those that positively impact the BU community or the neighborhoods we serve.
- To nominate someone, [complete this form](#) and email it to [applause@bu.edu](mailto:applause@bu.edu).

### Nomination Period:

- Presented annually, with one recipient per year.
- In 2026, nominations will be accepted from **Monday, February 9 through Friday, March 6, 2026**, and winners will be announced in March or early April.
  - In future years, the submission window will run from the third Tuesday in January through the Friday of the third week of the nomination period.

### Eligibility Criteria:

- Nominees must:
  - Be a current Boston University staff member (full or part-time).
  - Receive at least two endorsements from colleagues, supervisors, or community partners to be considered by the selection committee.
  - Have a minimum of three years of service at BU.
  - Be in good standing with the University.
  - Demonstrate consistent alignment with BU's core values, as well as the following:
    - Dignity: Treating all individuals with respect and compassion.
    - Fairness: Acting with integrity and impartiality in decision-making.
    - Respect: Valuing diverse perspectives and fostering inclusive environments.
- Self-nominations are not permitted.

### Selection Process:

- A cross-functional committee will review nominations using a rubric aligned with BU's recognition framework.
- Finalists may be asked to provide additional context or participate in a brief interview.



## **CLICK & VIA Awards Timeline**

### **Nomination Launch:**

- For 2026, the nomination period will **begin on Monday, February 9, 2026.**
  - In future years, the 3-week nomination period will start the third Tuesday in January.
- A communication will be sent in advance to notify the BU community of the upcoming nomination window.
- Reminders will be sent throughout the nomination period to managers, HR Liaisons, and deans to encourage participation.

### **Nomination Close:**

- For 2026, the nomination period will **end on Friday, March 6, 2026.**
  - In future years, the nomination period ends the Friday after the third week of the nomination launch.

### **Selection Committee:**

- Selection committee applications will be accepted from **Monday, February 9 through Friday, February 20.**
- Those who apply to serve on the committee will be informed of the status of their application on **Monday, March 2.**

### **Review Period:**

- The review process will span two weeks, starting the Monday after the nomination period closes (if Monday is President's Day, the process will begin on that Tuesday).
  - For 2026, the review process will begin on Monday, March 9 through Friday, March 13.

### **Announcement:**

- Winners will be notified in March or early April.
- HR will post the winners on HR website after the winners have been notified and include an announcement in the spring BUHR newsletter.



## **CLICK & VIA Awards Process**

This process outlines the steps for implementing the program with fairness, consistency, and confidentiality, while ensuring that recognition reflects the spirit of BU's "Living Our Values" initiative.

### **Program Launch & Communication:**

- HR announces the annual nomination period between January/February via internal communications.
- Department leaders are encouraged to promote the program within their units.

### **Committee Review & Scoring:**

- A cross-functional committee of staff, and HR representatives reviews eligible nominations using a standardized rubric.
- Rubric criteria include:
  - Demonstrated impact
  - Alignment with BU's core value
  - Excellence in one or more CLICK/VIA pillars
- Committee members are expected to model BU's values in their deliberations, including humility, inclusion, and integrity.
- All deliberations are conducted confidentially.

### **Award Selection & Recognition:**

- The CLICK and VIA Awards are presented annually to one recipient (respectively).