

## CLICK & VIA Awards Committee Governance Guidelines

### Purpose

These guidelines establish the expectations, responsibilities, and governance structure for members of the CLICK and VIA Selection Committee. They are designed to ensure fairness, transparency, and integrity in the recognition process, while reinforcing a culture of excellence and alignment with Boston University's core values: integrity, inclusion, community, collaboration, excellence, learning, service, and global perspective, as outlined in the "Living Our Values" initiative. The committee also plays a key role in ensuring that contributions which extend BU's mission into the broader Boston community are recognized and valued.

### Committee Eligibility

- Must be a current Boston University employee in good standing.
- Must not be a nominee or nominator for the CLICK or VIA Awards during their term.
- Must demonstrate a commitment to equity, inclusion, and Boston University's core values.
- A diverse committee composition is encouraged, including members with experience in community engagement or service-related initiatives.

### Term Limits

- Committee members serve a maximum of two (2) years.
- Terms are staggered to ensure continuity.
- Members may not serve consecutive terms unless approved by HR leadership.

### Responsibilities

- Review and score nominations using a standardized rubric.
- Attend at least two review meetings per award cycle.
- Maintain confidentiality and impartiality throughout the process.
- Provide feedback to improve future award cycles.
- Apply BU's core values as a lens when evaluating nominations, ensuring alignment with the spirit of HR's rewards and recognition programs and the "Living Our Values" initiative.
- Serve as ambassadors for the CLICK and VIA programs and help promote a culture of recognition across the University.

### Conflict of Interest

- Members must disclose any personal or professional relationships with nominees.
- Members must recuse themselves from scoring or discussing nominations where a conflict exists.
- All disclosures must be documented and reviewed by HR.

### Code of Conduct

- Act with integrity, fairness, and respect in all committee activities.
- Uphold the values of the CLICK (Collaboration, Leadership, Innovation, Communication, and Knowledge) and VIA Awards and model these behaviors in committee service.
- Promote and reflect Boston University's core values (integrity, inclusion, community, collaboration, excellence, learning, service, and global perspective), ensuring that recognition is inclusive, equitable, and aligned with the "Living Our Values" initiative.

- Maintain the confidentiality of all nomination materials and deliberations.
- Avoid any actions that could compromise the credibility, neutrality, or integrity of the selection process.
- Recognize and uphold the importance of community service and civic engagement as part of the University's values.

### **Values in Practice**

Committee members are expected to model the values they are entrusted to recognize. This includes:

- Practicing humility and openness in deliberations, recognizing that excellence can take many forms and that thoughtful listening is key to fair evaluation.
- Valuing diverse contributions and perspectives, in alignment with BU's commitment to inclusion, community, and global engagement.
- Recognizing service and leadership in all forms, both formal and informal, visible and behind the scenes, as expressions of integrity, excellence, and service.
- Ensuring that recognition reflects the full breadth of BU's mission, including civic engagement and community impact, as outlined in the "Living Our Values" initiative.