

# Vice-Chancellor and President's Awards for Excellence - Procedures

## 1. Purpose of procedures

1.1 These procedures set out the process for administration of the Vice-Chancellor and President's Awards for Excellence.

## 2. Scope and application

2.1 This procedure applies to all eligible staff of the University. Refer to the Vice-Chancellor and President's Awards for Excellence - Operational Policy for the eligibility criteria.

## 3. Definitions

3.1 Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Nominations

4.1 On behalf of the Vice-Chancellor and President, the Director, People and Culture calls for nominations each year.

4.2 Nominations can be made by current University staff. Self-nominations are not accepted for an individual award however a staff member could self-nominate themselves as part of a team nomination.

4.3 Nominations need to be submitted on the nomination form and will normally be no more than two pages in length.

4.4 A quality nomination will be well-written and clearly outline the nominee's achievement, including examples or evidence of outcomes and impact and should demonstrate how the nominee has gone beyond their usual role requirements to display exceptional performance and achievements that contribute to the realisation of the University's Strategic Plan and are aligned with the University's values. For academic staff, the Academic Performance Standards Framework provides the requirements for each academic level. Details of the application requirements will be communicated by the Director, People and Culture each year in the call for nominations.

4.5 Confidential nomination forms are to be submitted to People and Culture by the closing date as specified in the call for nominations.

4.6 People and Culture will review the nominations to determine eligibility based on the criteria in the Vice-Chancellor and President's Awards for Excellence - Operational Policy and provide the Advisory Committee with a summary of the outcomes.

4.7 The Advisory Committee will consider the nominations against the Award Category criteria outlined in the Operational Policy.

## 5. Advisory Committee

5.1 An Advisory Committee is established to determine the recommendation to the Vice-Chancellor and President for each Award for Excellence.

5.2 Each recommendation is based on an assessment of the significant contributions of the staff member to the realisation of the University's Strategic Plan and alignment with the University values.

5.3 If the Advisory Committee concludes that more information is required to determine the recommendations to the Vice-Chancellor and President, the Advisory Committee can seek further information from the nominator or other staff deemed appropriate.

5.4 The Advisory Committee is comprised of:

- (a) Deputy Vice-Chancellor (Academic) (Chairperson);
- (b) Deputy Vice-Chancellor (Research and Innovation);

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Director, People and Culture

### FIRST APPROVED

8 October 2012

### LAST AMENDED

4 November 2022

### REVIEW DATE

16 May 2024

### STATUS

Active

(c) Pro Vice-Chancellor (Global and Engagement);

(d) Pro Vice-Chancellor (Students);

(e) Chief Operating Officer; and

(f) Director, People and Culture.

5.5 The Chairperson can invite other suitably qualified staff to join the committee, however the staff members would not be eligible to be nominated for an award that year.

5.6 The Director, People and Culture will allocate appropriate secretarial support to the committee.

## 6. Award categories

6.1 Refer to the Vice-Chancellor and President's Awards for Excellence - Operational Policy for the Award Categories and examples of potential nominations.

## 7. Confidentiality

7.1 All documents, materials and deliberations relating to the Vice-Chancellor and President's Awards for Excellence are to be treated with the strictest confidence by all participants in and observers of the process. Members of the Advisory Committee and observers should not discuss nominations, advice, recommendations or deliberations outside of the remit of these procedures.

## 8. Recommendations to the Vice-Chancellor and President

8.1 Committee recommendations to the Vice-Chancellor and President for the Awards for Excellence are compiled by People and Culture and provided to the Vice-Chancellor and President by the Chairperson of the Advisory Committee.

8.2 Nominations that are considered by the Advisory Committee to be of a very high standard but are not recommended as an award recipient may receive a commendation from the Vice-Chancellor and President on the recommendation of the Advisory Committee.

8.3 The Vice-Chancellor and President may seek advice or clarification from the Chairperson of the Advisory Committee on any recommendation prior to determining the outcome.

## 9. Notification of the Vice-Chancellor and President's Awards for Excellence

9.1 Recipients of the Awards for Excellence will be advised in writing by the Office of the Vice-Chancellor and President, outlining the reasons why they have been chosen for the award. Staff receiving a commendation will also be advised in writing.

9.2 The Awards for Excellence are announced to the University community.

9.3 Nominators or nominees for nominations that have not been successful will be notified of the outcome of their nomination by People and Culture, on behalf of the Advisory Committee.

END

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### RELATED DOCUMENTS

- Academic Promotion - Operational Policy
- Conflict of Interest - Governing Policy
- Performance Management - Operational Policy
- Vice-Chancellor and President's Awards for Excellence - Operational Policy

### LINKED DOCUMENTS

- Vice-Chancellor and President's Awards for Excellence - Operational Policy