

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

## 1. Purpose

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

1.2 These procedures must be read in conjunction with the linked Vice-Chancellor and President's Awards for Excellence - Operational Policy.

## 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 Refer to the University's Glossary of Terms for definitions of terms as they specifically relate to policy documents.

## 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 normally be no more than two pages in length.

4.4 A quality nomination is 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 reviews 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 considers the nominations against the Award Category criteria outlined in the Vice-Chancellor and President's Awards for Excellence - 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 When 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:

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

10 May 2024

REVIEW DATE

10 May 2029

STATUS

Active

- (a) Deputy Vice-Chancellor (Academic) (Chairperson);
- (b) Deputy Vice-Chancellor (Research and Innovation);
- (c) Pro Vice-Chancellor (Global and Engagement);
- (d) Pro Vice-Chancellor (Learning and Teaching Futures);
- (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 allocates 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 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 can receive a commendation from the Vice-Chancellor and President on the recommendation of the Advisory Committee.

8.3 The Vice-Chancellor and President can 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 are 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 are also advised in writing.

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

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

## 10. Authorities and responsibilities

10.1 The Vice-Chancellor and President is authorised to make these procedures and related guidelines for the operation of University Policy. These procedures and related guidelines must be compatible with the provisions of the Vice-Chancellor and President's Awards for Excellence - Operational Policy.

10.2 The Director, People and Culture is authorised to make associated documents to support the application of policy documents. These must be compatible with the provisions of the respective policy documents.

10.3 This policy operates from the Last Amended date, all previous policies related to the Vice-Chancellor and President's Awards for Excellence are replaced and have no further operation from this date.

10.4 All records relating to the Vice-Chancellor and President's Awards for Excellence must be stored and managed in accordance with the Information Management – Governing Policy.

10.5 This policy must be maintained in accordance with the Policy Framework – Procedures and reviewed on the standard 5 yearly policy review cycle.

10.6 Any exception to this policy to enable a more appropriate result must be approved in accordance with the Policy Framework – Procedures prior to the deviation of the policy document.

10.7 Refer to Schedule C of the Delegations Manual in relation to the approved delegations detailed within this policy document.

END

---

#### 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