Vice-Chancellor's Awards for Excellence and Innovation Guidelines

The Vice-Chancellor’s Awards for Excellence and Innovation (the Awards) seek to recognise the innovative work of highly performing staff who demonstrate outstanding achievement aligned to the University’s vision and values. The Awards, which recognise staff University-wide, aim to inspire, encourage and support a shared commitment to realising the University’s vision of becoming an international leader shaping the future through our graduates and research, and positioned among the top 20 universities in Asia by 2020.

Eligibility

The Awards are open to academic and general staff, with the exception of University associates, direct reports to the Vice-Chancellor, and executive managers. Nominations are encouraged from all faculties and areas across the University and may be submitted for an individual or team. Teams may operate within or across faculties and/or areas. Self-nomination in conjunction with a referee report is permitted. Staff who have won other faculty or area awards are encouraged to nominate in the Vice-Chancellor’s Awards for Excellence and Innovation.

The Awards

The Vice-Chancellor’s Awards Committee (the Committee) will determine the Awards based on the evidence presented in the nomination. Consideration will be given to the contribution or achievement of the nominee, and on the extent to which the contribution or achievement has resulted in an outstanding outcome for the faculty or area and the University. Consideration will also be given to how the contribution or achievement contributes towards achieving the University’s vision. Nominations should refer to the Strategic Plan 2009 – 2013.

In 2011, cash awards of $7,500 for an individual (or $15,000 for a team) will be awarded to the winner of each of the four nomination criteria. Runner-up awards ($3,750 for an individual or $7,500 for a team) will also be awarded. Cash awards to the finalists will also be awarded at the Committee discretion.

Recipients’ names and a synopsis of their achievements and contributions will be acknowledged on the Vice-Chancellor’s Awards for Excellence and Innovation website.

Award nominees and finalists will be invited to attend the Vice-Chancellor’s Awards for Excellence and Innovation ceremony, where the winners, runners-up and finalists will be announced.

Award money may be paid as:

- One-off lump-sum salary payment;
- Allowance spread over a 12-month period; or
- Grant to be used at the recipient’s discretion for work-related purposes (e.g. to offset costs of participation in conferences, seminars and training courses).
Where team awards are made, award money will be divided evenly between team members.

Relevant taxation will apply to any salary payment. Any expenditure of award money (other than money paid as salary) should conform with the University's policy on appropriate expenditure of University funds.

Nominations

The Vice-Chancellor will call for nominations in July and they will be open for about eight weeks. Relevant dates will be posted on the Vice-Chancellor’s Awards for Excellence and Innovation website.

Staff and students are encouraged to recognise outstanding and innovative work by individual Academic and General staff and teams by nominating them for these awards.

Nominees must sign the nomination form, and may be consulted in the preparation of their nomination by their nominator.

Self-nomination in conjunction with a referee report is permitted.

Nomination criteria

Innovation has been defined as improvement through creativity. Innovation encapsulates the attributes of an ideal university: creative, future-focused, advanced and applicable.

Nominations should be made based on one of the following:

Facilitating partnerships and engagement
  • Recognising success in bringing together ideas, people and resources from across faculties or areas within the University and with outside partners to develop and implement significant new initiatives. The emphasis is on collaboration and establishing or extending partnerships across organisational boundaries.

Providing quality service
  • Recognising consistently outstanding service to internal or external customers and developing a safe, supportive, inclusive and healthy working environment.

Enhancing the student experience
  • Recognising outstanding efforts to support students during their studies at Curtin, to foster their academic and social development and to instill in them the ethos of a community of learning.

Providing inspirational leadership
  • Recognising exemplary leadership that is characterised by: providing inspiration to colleagues and clients through individual mentoring and engendering a positive team spirit and purpose; engaging in innovative practice for sustainable outcomes; enhancing team work through collaboration; and positively influencing others and building a shared commitment to University objectives.
How to nominate a person or a team for an award

1. Select the appropriate award criterion

2. Complete the Nomination Form

3. Complete the Nomination Statement

   The Nomination Statement template must be used. For help in writing a nomination, please refer to the Guide to Writing the Nomination Statement. Nominations must include a written statement with specific and identifiable reasons for the award nomination. Statements should be clear, concise and compelling. Nominations should refer to one or more relevant actions in the five key strategies of the Strategic Plan.

   The written statement should be a maximum of 1,100 words.

4. Provide a reference (in the case of self nomination)

   A reference of no more than 500 words must be provided by a referee who is able to comment on the nominee's achievement. If the nomination is for a team, the reference should apply to the whole team.

5. Nominations should be emailed to Executive Officer, VC Awards Committee, 
   T.A.Matthews@curtin.edu.au by 4.30pm Friday, 2 September 2011.

   Nomination documents should be labeled ‘SurnameFirstname1’; ‘SurnameFirstname2’; and, in the case of a referee report, ‘SurnameFirstname3’.

   Nominations will not be considered by the Committee if they are late, incomplete or do not conform to the nomination requirements.
Vice-Chancellor’s Awards Committee

The Committee comprises:
- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor, Academic
- Deputy Vice-Chancellor, Education
- Vice-President, Corporate Services
- Deputy Vice-Chancellor, Research and Development
- Vice-President, Corporate Relations and Development
- Director, Human Resources

The Vice-Chancellor’s Awards Committee will select the recipients of the Vice Chancellor’s Awards for Excellence and Innovation. The Committee will determine the Awards based on the evidence presented in the nomination. Consideration will be given to the contribution or achievement of the nominee, and on the extent to which the contribution or achievement has resulted in an outstanding outcome for the faculty or area and the University.

The Committee’s judgement will be consistent with the University’s values and be applied consistently, be evidence based and free from conflict of interest.

Nominees will receive written advice of the outcome from the Chair of the Committee.

Awards Ceremony

The Vice-Chancellor will present the Awards at a ceremony in November 2011.

More information

For further information, please contact the Executive Officer, VC Awards Committee, T.A.Matthews@curtin.edu.au Tel. 9266 3257