

Professional Staff Excellence Awards Procedure

Section 1 - Introduction

(1) The University encourages and rewards outstanding leadership and performance by its professional staff through the Vice-Chancellor's Awards for Professional Staff Excellence.

Section 2 - Procedure

Eligibility

(2) The Vice-Chancellor's Awards for Professional Staff Excellence acknowledge and reward outstanding leadership and performance by professional staff members.

(3) To be eligible for nomination for a Vice-Chancellor's Award for Professional Staff Excellence, nominees must be members of professional staff up to and including HEW 9 who are either ongoing or on a fixed term appointment normally greater than 12 months.

(4) Both individuals and groups are eligible for nomination.

(5) Staff cannot be the recipient of an individual award in two consecutive years for the same or substantially similar achievement.

(6) A group may consist of either a work unit team or individuals from different work units whose collaboration has produced an outstanding contribution.

(7) The majority of a group must consist of professional staff who can demonstrate their lead in the activity/project. The core group must be identified and their critical contributions and role clearly stated. The core group will consist of a maximum of 8 staff members, however larger groups may be considered under special circumstances.

(8) The Award recognises leadership and performance that exceeds what would be expected of staff in the normal performance of duties.

(9) Nominations must meet at least one of the following criteria:

- a. an outstanding and exceptional achievement or success
- b. outstanding service to internal or external stakeholders
- c. an outstanding or novel initiative which has been successfully implemented and delivered significant improvements to work procedure or operational systems
- d. an exceptional initiative/achievement involving cross unit cooperation
- e. outstanding contribution to enhancing the student experience; or
- f. an individual who is an exemplar of the University's [code of conduct](#), values and upholds professionalism in all capacities when interacting with colleagues and stakeholders.

Nominations

- (10) A nomination requires three (3) nominators.
- (11) Nominators may be staff members, students, or individuals with significant interactions with the University.
- (12) Only one nominator may be from outside the University.
- (13) Nominations for individuals must include at least one nominator from outside the nominee's work unit and preferably an end user or client.
- (14) Self-nomination is not permissible.
- (15) The first nominator must provide the following in support of the nomination:
- a. brief summary of the achievements that can be used as part of the citation if the nomination is successful (max 100 words);
 - b. a statement outlining the individual/group achievements and how this meets the nomination criteria (max 250 words);
 - c. a statement showing how the achievements align to the University's strategic plan (max 100 words);
 - d. a statement outlining how the achievements demonstrate the behaviours within the Leadership Framework (max 100 words).
- (16) The second and third nominator must provide the following in support of the nomination:
- a. a statement outlining the individual/group achievements and how this meets the nomination criteria (max 250 words)
 - b. a statement outlining how the achievements demonstrate the behaviours within the Leadership Framework (max 100 words)
- (17) Nominations exceeding the word counts will not be accepted.
- (18) Attachments will not be considered. Supporting statements must be signed.
- a. Nominations must include the signature of the nominee's/nominees' supervisor or equivalent.
 - b. Individual nominations must be endorsed by the nominee's Head of School/Director or equivalent, via a short statement of no more than 100 words and signature.
- (19) Where the nomination is for a team or group, the Head of each School/Unit must endorse the nomination via short statements of no more than 100 words and signature.
- (20) Nominations must be made on official nomination forms setting out the reasons for nomination and how the nominated individual(s) have enhanced the strategic priorities of the University.

Procedure

- (21) The closing date for nominations for the Award will be advised via the University's staff newsletter - In the Loop and via the Awards webpage.
- (22) An invitation for nominations will be issued by Human Resource Services at least four weeks prior to the closing date.
- (23) Completed nomination forms must be submitted via email in one PDF file to [professional-staff-](#)

(24) Late or incomplete nominations will not be considered.

Selection Panel

(25) Nominations will be judged by a Selection Panel comprising:

- a. Chief People and Culture Officer (Chair)
- b. Chief Operating Officer
- c. Equity and Diversity Officer;
- d. one professional staff representative and two academic representatives from the Colleges*;
- e. three Divisional representatives*.

(26) Note*: One member from each * category: d and e, will be from a campus other than Callaghan.

(27) The Selection Panel will evaluate the evidence in the documentation accompanying the nomination, to determine which nominees they would recommend receive awards.

(28) The recommendations of the panel will be forwarded to the Vice-Chancellor, whose decision will be final.

Awards

(29) The value of the Award will be:

- a. \$2000 for an individual (paid as salary or professional development);
- b. \$4000 for a team (paid as salary or professional development);
- c. \$10,000 for the overall Vice-Chancellor's Award for Professional Staff member of the year (paid as salary or professional development)

(30) Recipients will also receive an inscribed certificate.

(31) Awards will be presented at an Annual Awards Ceremony.

(32) Recognition of all nominees and award recipients at the local level is also encouraged.

(33) Normally, up to ten awards will be approved.

Status and Details

Status	Historic
Effective Date	19th August 2014
Review Date	31st December 2019
Approval Authority	Chief Operating Officer
Approval Date	19th August 2014
Expiry Date	13th May 2021
Responsible Executive	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
Enquiries Contact	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au <hr/> HR Support 4033 9999

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Award" - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

"Campus" - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"School" - An organisational unit forming part of a College or Division, responsible for offering a particular course.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Supervisor" - Staff members with direct supervisory responsibility for other staff within the workplace (a Supervisor may also be member of Senior Management, with duties as an Officer as defined in the Work Health and Safety Act 2011, or any replacing legislation).

"Term" - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

"College" - An organisational unit established within the University by the Council.