Charles Sturt University

Excellence Awards Guidelines 2024

!RED Recognising Excellence Daily

Contents

Award Objectives 3

Nomination Overview 3
- Employee Eligibility 3
- Eligibility Criteria 3

Steps in the Process 4
1. Complete the Online Form 4
2. Select Category 4
3. Select Recipient(s) 4
4. Overview 4
5. Submit for Approval 4
6. Staff Voting 4
7. Awards Panel Review and Recommendation 4
8. Executive Leadership Team Endorsement 4

Key Dates 5

Awards Panel 5

Award Recipient Information 5
- Announcement of Award Winners 5
- Individual Award Prize 6
- Team Award Prize 6
- Expectations of Award Recipients 6

Appendix A 7
- Our Values 7
- Our Ethos 7

Appendix B 8
- Categories 8
  - Students 8
  - Research 8
  - People 8
  - Social responsibility 9

Appendix C – Criteria Rubric 10

Award Objectives

Through the Charles Sturt Excellence Awards, we celebrate outstanding achievements that contribute to our University purpose and strategy and reflect our ethos and values.

At Charles Sturt we celebrate and reward achievements and leadership across all University position levels, faculties, divisions, and types of employment.

Individuals and teams can nominate each other. Individuals cannot self-nominate for an individual award; however, individuals can self-nominate as part of a team nomination.

Nomination Overview

The online nomination form is available in RED (accessed via the Charles Sturt Staff Hub).

The nomination needs to include a description of the contribution, initiative, program, project, or activity and how this outstanding and exceptional achievement or success exceeds normal expectations of performance.

There are up to five awards for each category that may be given, depending on the quality of nominations. If nominations received do not meet the criteria standard, the panel may elect to not grant an award.

Employee Eligibility

The Charles Sturt Excellence Awards are open to all Charles Sturt employees. This includes professional and academic staff (continuing, fixed term, casual and adjunct) employed at Charles Sturt.

Contractors and students are not eligible.

Eligibility Criteria

You can nominate an individual and/or team. Teams may be within a specific work unit or working collaboratively across units.

You cannot self-nominate for an individual award; however, you can self-nominate as part of a team nomination.

A nominee or recipient of a Charles Sturt Excellence Award is only eligible for re-nomination in subsequent years on the basis that there is significant new achievements or developments to be considered.

Award recipients must be current employees.

Individuals undergoing performance management will not be considered for a Charles Sturt Excellence Award. In the instance of an individual undergoing performance management being part of a team nomination, they will not receive the team award should the nomination be successful.

Steps in the Process

1. Complete the Online Form

The online nomination form is located within RED, which is accessed via the Charles Sturt Staff Hub.

Select ‘Charles Sturt Excellence Awards’ on the menu bar option to complete the form.

We recommend completing the nomination in a Word document first, as there is no option to save available within the nomination form.

The online form does not have an option to provide attachments. If you would like to have an attachment included, please email RED (red@csu.edu.au), and provide reference to your nomination. Only 2 pages of attachments will be accepted.

2. Select Category

- Students
- Research
- People
- Social Responsibility

3. Select Recipient(s)

Individuals cannot self-nominate for an individual award; however, individuals can self-nominate as part of a team nomination.

4. Overview

Provide a succinct description of the nomination (100-150 words per criteria). Describe how the initiative/action aligned to the chosen award category and the positive contribution to Charles Sturt’s Ethos and Values.

5. Submit for Approval

In the event the nomination does not meet the selection criteria, the RED team can recommend changes.

6. Staff Voting

All submitted nominations will be reviewed by the RED team and selected delegates in each business area to ensure eligibility.

Once eligibility has been confirmed, all nominations will be accessible on RED and open for staff votes.

7. Awards Panel Review and Recommendation

The panel will review the recommendations passed on from staff votes for consideration and make recommendations for awards to the Executive Leadership Team. The Awards Panel will be responsible for all award categories and will operate under the terms of reference located in the Charles Sturt Policy Library.

8. Executive Leadership Team Endorsement

The Executive Leadership Team will receive recommendations from the Awards Panel for final review and endorsement of the award winners.

Key Dates

Date	Description
2 September 2024	Nominations for Excellence Awards open at 9am (via RED)
25 September 2024	Nominations close at 5pm
14 October 2024	Staff voting opens at 9am (via RED)
18 October 2024	Staff voting closes at 5pm
30 October 2024	Awards Panel meets
20 November 2024	ELT endorsement
9 December 2024	Winners notified and announced on What's New and RED

Awards Panel

The Division of People & Culture manages the Charles Sturt Excellence Awards.

The Awards Panel serves as a selection committee and forwards their recommendations on to the Executive Leadership Team for endorsement. The panel consists of the following:

- Academic Leadership
- Executive Dean – rotating annually between the Faculty's
- Students Leadership
- Research Leadership
- Chief Operating Officer Leadership
- People & Culture Leadership
- People, Strategy & Culture Representative

Members who serve on the panel are not eligible for an individual or team award during the year they serve. Panel members must declare any conflict of interest in the selection process.

The panel recommendations and the Executive Leadership Team endorsement of an award are not subject to internal appeal or review.

Award Recipient Information

Announcement of Award Winners

Up to five winners may be selected from each category. Nominees will be advised by email if they are a Charles Sturt Excellence Award recipient.

The Charles Sturt Excellence Awards will be celebrated in conjunction with end of year events across all campuses.

Individual Award Prize

The winning individual will receive a RED voucher for $500 to be used with participating retailers on the RED site.

Team Award Prize

The winning team will receive a RED team voucher for $500, to be used with participating retailers on the RED site.

Expectations of Award Recipients

Award recipients are expected to make their practice more widely known throughout the university. For example, they may be invited to present or participate in workshops, or act as a mentor to their peers. Photos of award recipients and their stories may be used for publicity purposes.

A summary may be published in RED and may be used for other material relating to the Charles Sturt Excellence Awards.

Appendix A

Our Ethos

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in.

This phrase captures the essence of who we are at Charles Sturt. It comes from traditional Indigenous Australian knowledge and speaks to the mission of a university – to develop and spread wisdom to help create a better world.

Our Values

In living the value of Insightful we act respectfully and perceptively to seek to understand why people think and behave in the ways that they do. Digging deep to understand the 'why' in addition to the 'what', we shift beyond taking words or actions at face value.
Through an open-minded approach we reveal people's underlying attitudes, beliefs and motivations. An insightful approach means we remove ambiguity, we are each clear and agreed about our goals and actions, and we better position ourselves for success.

Focusing on outcomes and behaving in a consistent and constructive manner enhances our impact on those around us. As a community of impactful professionals, we are each thinking about how to best direct our efforts to secure results for our students and our communities.
We have an awareness of our own selves and the situations we work in. We value the individual roles of those around us in supporting our students and communities. Taking learnings from each of our experiences, we have the gumption and tenacity to find a way past difficulties and obstructions.

Involving others – being welcoming and accessible – enables us to be a stronger collective force. As a university, we aim to be easy, warm and welcoming. We want our students and our peers to know they are important to us. Education and research benefits everyone in our community and our University is stronger when we work together.
In behaving inclusively we work collaboratively to develop and deliver solutions – we value new perspectives. An inclusive approach influences the way we all relate to each other and helps us all achieve our full potential collectively.

Creative in our thinking, yet rigorous in our approach, we drive and lead change and evolution. Through living the value of "inspiring" we engage and motivate our students and communities to also proactively build innovation and capacity into their lives, careers and industries.
We challenge those around us to leave their comfort zones and support and foster their growth and evolution. We are champions of change with compelling visions and we engage those around us in shaping the journey. Living this important value creates engagement and commitment from those around us.

Appendix B

Categories

Students

Recognises and celebrates individuals and teams who engage, inspire, motivate and have made an outstanding and significant contribution to delivering excellence in service to our students or connecting them with the knowledge and wisdom to shape the world.

Examples

- Innovative, high quality teaching and learning that delivers a rewarding and flexible student experience
- Implementation of a significant student-centred initiative that contributes to an exceptional student experience
- Developing or delivering high quality courses to advance student careers and promote regional prosperity
- Ongoing support of students in making meaningful contributions to their communities
- Demonstrated leadership through activities that have a positive impact on student-centred culture or providing outstanding student-centred experiences to Charles Sturt students
- Demonstrated leadership through activities or initiatives that provides specialist support for international, equity or First Nations students

Research

Recognises and celebrates outstanding contributions of individuals and teams who engage in research excellence that contributes to the success of Charles Sturt and drives regional outcomes with global impact.

Examples

- Achievements that arose from research co-developed with community partners that delivered new knowledge, new funding and esteem.
- Significant contribution and excellence toward developing and sustaining opportunities for growth in agriculture, water, and environment research/rural and regional health research/cyber security and data science research.
- Sustained contribution to supporting the key research needs of our communities
- Significant contribution and excellence in supporting the needs of our researchers
- Significant contribution and excellence in supporting the needs of our Higher Degree by Research students

People

Recognises and celebrates outstanding contributions of individuals and teams who contribute to the success of Charles Sturt by demonstrating exemplary leadership in supporting our people, to be capable, inspired and empowered to deliver excellence. Such leadership may be demonstrated by individuals and teams in any role across the organisation.

Examples

- Nurturing high quality, inclusive relationships with our peers, alumni, suppliers, communities and the government.
- Ongoing leadership or support of our people to be capable, inspired and empowered to deliver excellence.
- Development and implementation of new concepts, products or services that significantly improve the staff experience
- Ongoing leadership or support of our people toward developing, recognising, and promoting their career aims
- Engaging in initiatives, projects, or programs, to support a culturally safe environment through equity, diversity, and inclusion

Social responsibility

Recognises and celebrates individuals and teams who engage regionally and globally to drive positive, bold change to deliver resilient people, sustainable environments and flourishing communities, ensuring the delivery of real and impactful benefits for the wider community.

Examples

- Outstanding contribution to positive cultural change in regard to equity, diversity, or inclusion in the Charles Sturt and/or broader community.
- Engaging in regional and global initiatives, projects, or programs, to drive sustainable prosperity and socially responsible outcomes.
- Engaging in initiatives, projects, or programs, to drive sector-leading First Nations engagement and cultural safety
- Ongoing support of staff and/or students in making meaningful contributions to employment, workforce capability and economic and social prosperity
- A significant improvement in systems, procedures, or practices, resulting in process and cost efficiencies at Charles Sturt.
- Implementation of a significant innovative project or program that contributes to the achievement of the university's performance or strategic objectives.

Appendix C – Criteria Rubric

Nomination Criteria	Quality Nomination	Meagre Nomination
What is the nomination for?	Clear, concise statement identifying what the nomination is for.	Unclear statement.
(**tell** the action)	Succinct description of specific actions the person or team undertook.	The reader is left unsure of the specific actions the person or team undertook.
Why is this Excellence Award worthy?	Clear, concise statement identifying how the person or team exceeded normal expectations.	It is clear the person or team were meeting expectations.
(share the **impact**)	Succinct description of the importance of the action and how it affects the University. Includes metrics or examples to show demonstrated impact.	There is no significant impact to the University, or metrics or examples to demonstrate.
(**link** to the chosen award category)	Explanation of how the specific action supports the chosen award category and the University's values.	The specific action does not support the chosen award category and the University's values.
Example	*This nomination is for Jane Lee and her team who improved diversity, equity, and inclusion in our regional communities by championing change through X, Y, & Z initiatives.* *Community members said these initiatives increased psychological and cultural safety, and positively impacted and transformed diversity, equity, and inclusion outcomes. This is also demonstrated by a 24% increase in X, 67% increase in Y, and 39% decrease in Z, which delivers on our strategic* commitment to continuous improvement in the area of social responsibility and our Inclusive value*.*	*Jane Lee & her team's work to improve diversity, equity, and inclusion.*