

Vice-Chancellor's Award Guidelines - Performance Excellence

Section 1 - Purpose

(1) These Guidelines describe the nomination and selection process for the Vice-Chancellor's Awards for Performance Excellence.

Section 2 - Glossary

(2) Nil.

Section 3 - Policy

(3) Nil.

Section 4 - Procedures

(4) Nil.

Section 5 - Guidelines

Part A - Objectives

(5) The objectives of the awards are to:

- a. encourage staff of Charles Sturt University (the University) to improve and enhance their own performance and the capability of others to develop to their full potential;
- b. formally recognise individual employees and teams who have contributed toward the development of professional knowledge and practice across the professions relevant to the University; and
- c. support ongoing professional and career development of University staff.

Part B - Number of Awards

(6) There are four Vice-Chancellor's awards allocated in recognition of Performance Excellence for individuals and teams.

Part C - Staff Eligibility Criteria

(7) The Vice-Chancellor's Award for Performance Excellence is open to staff who meet the following eligibility criteria for an individual or team nomination.

(8) Individual award nominations:

- a. General staff appointed at remuneration levels 1 - 10 who:
 - i. currently hold a continuing or fixed-term appointment at the University; and
 - ii. have completed a minimum of two years' service; and
 - iii. have successfully completed probation.

(9) Team award nominations:

- a. General staff appointed at remuneration levels 1 - 10 who hold a continuing, fixed-term or casual appointment at the University.

(10) NOTE: Team Award nominees are not required to have successfully completed probation or a minimum of two years' service.

Part D - Nominations

(11) Any Charles Sturt University staff member, student, member of the University community or an external professional partner of the University may nominate a staff member or team that he/she considers to be deserving of a Vice-Chancellor's Award.

(12) Nominees may not include honorary, visiting, adjunct or executive staff.

(13) Staff may not be nominated or receive an Individual and a Team Award for the same achievement in any year.

(14) Staff are not eligible to receive or to be nominated for an Individual Award if they have been a recipient of an Individual Award in this category within the past three years.

(15) Each nomination must meet all relevant eligibility criteria for either an individual or team nomination to be considered for an award.

(16) Self nominations are not accepted for this award category.

Part E - Selection Process and Criteria

(17) All nominations must be based on excellence in performance, which demonstrates clear alignment with the University's Strategy, culture and values.

(18) The selection committee meets to evaluate the nominations for the Vice-Chancellor's Awards for Performance Excellence against one or more of the following selection criteria:

- a. excellence in performance that has a demonstrated value to the School/Centre/Section, Faculty/Division and/or University;
- b. excellence in service to University clients (i.e. employees, students and/or community), with a demonstrated benefit to the clients;
- c. demonstrated excellence and/or significant contribution towards the development of improved business/work processes or projects, which has added value to the School/Centre/Section, Faculty/Division and/or University.

Part F - Selection Committee

(19) The selection committee consists of:

- a. Deputy Vice-Chancellor (Administration), as the Presiding Officer;
- b. Executive Director, Learning and Teaching Services;
- c. Executive Director, Division of Student Administration;
- d. Executive Director, Division of Marketing and Communication; and
- e. Career Programs Officer, as the Executive Officer.

(20) Depending upon the quality of the nominations received, the selection committee will normally recommend four individual and/or team nominees for awards to the Vice-Chancellor.

(21) The selection committee's recommendation and the Vice-Chancellor's determination of an award are not subject to internal appeal or review.

Part G - Expectations of Award Recipients

(22) The recipients of a Vice-Chancellor's Award for Performance Excellence are expected to make their practices more widely known throughout the University. For example, they may be invited to participate in seminars or presentations, write a paper, or act as a mentor to their colleagues.

Status and Details

Status	Historic
Effective Date	22nd May 2014
Review Date	30th April 2015
Approval Authority	Executive Director, Human Resources
Approval Date	11th May 2014
Expiry Date	23rd May 2018
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