

Vice-Chancellor's Award Guidelines - Professional Excellence

Section 1 - Purpose

(1) These Guidelines describe the nomination and selection process for the Vice-Chancellor's Award for Professional 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 award 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 sustained high level contributions by individual employees and teams 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 is one Vice-Chancellor's Award allocated in recognition of Professional Excellence to either an individual or a team.

Part C - Staff Eligibility Criteria

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

(8) Individual award nominations:

- a. Academic staff appointed at remuneration levels A to E 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. may include a mix of both General and Academic staff;
- b. at least one Academic staff member who meets the eligibility criteria outlined in 4(a) must be included within a team nomination (NOTE: Other nominated team members are not required to have successfully completed probation or a minimum of two years' service);
- c. may include General staff appointed at remuneration levels 1 - 10 who hold a continuing, fixed-term appointment at the University; and
- d. may include casual staff.

Part D - Nominations

(10) 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.

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

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

(13) 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.

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

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

Part E - Selection Process and Criteria

(16) All nominations must be based on excellence in professional activity for a sustained period of three years or more, demonstrating clear alignment with the University's Strategy, culture and values.

(17) The selection committee meets to evaluate the nominations for the Vice-Chancellor's Award for Professional Excellence against any one of the following selection criteria:

- a. a significant, sustained contribution to inform and enhance professional practice at a national or international level;
- b. significant contribution and excellence toward developing and sustaining a nexus between teaching and professional practice;
- c. significant contribution and excellence toward developing and sustaining a nexus between research and professional practice; or
- d. sustained, high level scholarship in professional practice (not recognised elsewhere).

Part F - Selection Committee

(18) The selection committee consists of:

- a. Deputy Vice-Chancellor (Academic), as Presiding Officer;
- b. one Executive Dean, nominated by the Deputy Vice-Chancellor (Academic);
- c. Director, Education for Practice Institute;
- d. one representative of the Heads of School Committee; and
- e. Career Programs Officer, as Executive Officer.

(19) Depending upon the quality of the nominations received, the selection committee normally recommends one individual or team nominee for the award to the Vice-Chancellor.

(20) 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

(21) The recipient of a Vice-Chancellor's Award for Professional Excellence is expected to make their professional activity philosophies and/or 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 with respect to professional activity.

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