

Vice-Chancellor's Award Guidelines - Excellence in Sustainability

Section 1 - Purpose

(1) These Guidelines describe the nomination and selection process for the Vice-Chancellor's Award for Excellence in Sustainability.

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 excellence and sustained contributions toward the development and application of sustainability principles and work practices and the commitment towards fostering an organisational culture committed to sustainability; 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 Excellence in Sustainability demonstrated by an individual or team.

Part C - Staff Eligibility

(7) The Vice-Chancellor's Award for Excellence in Sustainability 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;
 - ii. have successfully completed probation; and
 - iii. have completed a minimum of two years' service.
- b. 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 successfully completed probation; and
 - iii. have completed a minimum of two years' service.

(9) Team award nominations:

- a. may include General and Academic staff who hold a continuing or fixed-term appointment at remuneration levels 1-10 or A-E respectively at the University (NOTE: Team Award nominees are not required to have successfully completed probation or a minimum of two years' service); and
- b. 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 invited for this award category.

Part E - Selection Process and Criteria

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

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

- a. excellence in embedding sustainability principles in programs, service delivery or work practices;
- b. excellence in the implementation of a significant innovative project or program which contributes to achievement of the University's sustainability performance objectives; and/or
- c. excellence and demonstration of sustained high level contributions toward the development and application of sustainable work practices.

Part F - Selection Committee

(18) The selection committee consists of:

- a. Deputy Vice-Chancellor (Administration), as the Presiding Officer;
- b. Executive Dean, Faculty of Science;
- c. Chief Financial Officer;
- d. Executive Director, Division of Facilities Management;
- e. Career Programs Officer, as the Executive Officer.

(19) Depending upon the quality of the nominations received, the selection committee will normally recommend 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 Excellence in Sustainability is expected to make their practices more widely known throughout the University. For example, they may be invited to participate in seminars, presentations, write a paper, or act as a mentor to their colleagues.

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