

Vice-Chancellor's Award Guidelines - Excellence in Innovation

Section 1 - Purpose

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

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 and foster a culture of innovation and to celebrate the successful outcomes of these initiatives; 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 Innovation demonstrated by an individual or team.

Part C - Staff Eligibility

(7) The Vice-Chancellor's Award for Excellence in Innovation 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 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 innovation, 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 Innovation against each of the following selection criteria:

- a. the nominee has demonstrated excellence in innovation, which has resulted in institutional benefits for staff and/or students of the University; and
- b. the contribution of the nominee(s) has significantly contributed towards the achievement of one or more of the University's key objectives or priorities in each of the following:
 - i. creativity and originality of the innovation;
 - ii. practicality of the application across the University, how it has been / how it will be integrated into the

University;

- iii. measurability of the benefits - i.e. cost savings, measurable revenue increases, measurable efficiencies in operations/marketing of the University's products and services; and/or
- iv. development/implementation process to date and future application.

Part F - Selection Committee

(18) The selection committee consists of:

- a. Deputy Vice-Chancellor (Administration), as the Presiding Officer;
- b. Executive Director, Human Resources;
- c. Executive Director, Division of Information Technology;
- d. Executive Dean, Faculty of Arts and Education;
- 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 Innovation 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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