

Vice-Chancellor's Awards for Outstanding Performance and Service

In recognition of exceptional success, outstanding service and/or recognised initiative by Staff members at the University of New England.

Application/Nomination Form

Please complete all sections and attach relevant supporting documentation.

SECTION 1	
CATEGORY OF AWARD <i>indicate one</i>	<input type="checkbox"/> Individual <i>go to section 2</i> <input type="checkbox"/> Team <i>go to section 3</i>

EITHER

SECTION 2	
INDIVIDUAL AWARD	DETAILS
Name	
Position	
School/Organisational Unit	
Contact details	Email: Phone:

OR

SECTION 3	
TEAM AWARD	DETAILS
Team Name	
Team Members/Positions (Max. five names only. The first named will be the team's contact person)	
School/Organisational Unit	
Contact details (One member of the team only)	Name: Email: Phone:

A brief CV should be attached for all applicants. This should be limited to two pages (this applies to both individual and team applications).

SECTION 4	
PERSON SPONSORING THE APPLICATION/NOMINATION	
Name	
General Staff or Academic <i>indicate one</i>	<input type="checkbox"/> General <input type="checkbox"/> Academic
School/Organisational Unit	
Contact details	Email: Phone:
Signature	

SECTION 5	
DETAILS OF APPLICATION/NOMINATION	
<p><i>(A written statement of no more than four A4 pages must be enclosed with this form, providing a succinct justification for the application/nomination. Additional supporting information could include one copy of documents, CDs or other material, supporting statements from staff or students, statistical evidence of success etc.).</i></p>	
Include information as follows:	Check Box (Tick if attached)
Description of the project/initiative	
<p>These Awards aim to recognise the diverse contributions that staff have made, individually or in teams to achieve outstanding performance and service in the workplace in the twelve months preceding the closing date.</p> <p>Applications/nominations must be supported by evidence that clearly demonstrates how the applicants/nominees have achieved:</p> <ul style="list-style-type: none"> • an outstanding and exceptional achievement/initiative, with demonstrated value; or • outstanding service to clients of the Unit/School/University, with a definable benefit to the clients; or • changes or improvements to work practices with a definable benefit to the Unit/School/University. <p>The Assessment will also take into consideration:</p> <ul style="list-style-type: none"> • obstacles or degree of difficulty faced in implementation; • the extent of the definable benefits or value realised; • the degree of originality; • the significance for the wider University community; and any other relevant circumstances or issues cited in the nomination. <p>In addition, team applications/nominations should demonstrate highly collaborative approaches to their contribution to service delivery at UNE and show evidence of the effectiveness of their collaboration against the assessment criteria.</p>	
Degree of support that the organisational unit has provided (if applicable)	

SECTION 6	
REFEREE DETAILS	
<i>Separate written statements of support for this application/nomination from at least two referees must be enclosed, with one of these being the Head of Cost Centre of the Applicants/Nominees.</i>	
Referee 1 (Cost Centre Head) Name	Referee 2 Name
Position	Position
School/Organisational Unit	School/Organisational Unit
Contact Details Email: Phone:	Contact Details Email: Phone:
Additional Referee (optional)	Additional Referee (optional)
Position	Position
School/Organisational Unit	School/Organisational Unit
Contact Details Email: Phone:	Contact Details Email: Phone:

Signature of Individual Applicant/Nominee (or if a Team Application/Nomination, the Team's contact person)	
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The original and five copies of your Application/Nomination, clipped NOT stapled, must be submitted to the Office of the Vice-Chancellor via the Organisational Development Unit (ODU) no later than close of business on the last working day in March, 2009.

ODU Contact Details:



od@une.edu.au



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