

Vice-Chancellor’s Awards for Outstanding Performance and Service

The Vice-Chancellor’s Awards for Outstanding Performance and Service are aligned with Priority D (Focus and align all activities) of the UNE Strategic Plan, 2007-2010. These Awards are presented each year to members of the University staff who have achieved exceptional success, given outstanding service and/or shown recognised initiative in their work that contributes to effectively positioning UNE to achieve its strategic objectives.

Up to five Awards will be available annually and will be presented to individuals and/or teams by the Vice-Chancellor at the annual Staff Awards Ceremony. All staff members who have contributed significantly to service at UNE over the preceding twelve months are eligible to apply.

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Timelines

First working day – February 2009	Call for Applications/Nominations
Last working day – March 2009	Applications/Nominations close
Mid-April	Assessment Committee process
End April	Unsuccessful Applicants/Nominees notified; Successful Applicants/Nominees notified; Awards announced via UNE-Official
May	Presentation of Award(s) at Staff Awards Ceremony

Eligibility

All members of the staff (including teams) will be eligible. A team may consist of a work team or unit who have worked together to achieve a particular outcome. Successful applicants/nominees are ineligible to apply/be nominated again within three years of receiving an Award. Applicants who have been employed at UNE for less than 12 months are not eligible.

Assessment criteria

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. Applications/nominations must be supported by evidence that clearly demonstrates how the applicants/nominees have achieved:

- an outstanding and exceptional achievement or 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.

The Assessment will also take into consideration:

- 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 application/nomination.

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.

Applications/Nominations

Application/Nomination forms can be obtained from the following web address:

<http://www.une.edu.au/od/vc-awards.php>

In addition to the statement providing demonstrated evidence against the criteria, an abbreviated CV of each applicant/nominee of no more than 2 pages (outlining current workload, responsibilities and significant achievements) should be attached.

Assessment Process

Submitted applications/nominations will be assessed by an Awards Committee comprising the Vice-Chancellor [Chair], Director of Human Resource Services, Academic Staff Council Member, General Staff Council Member and PVC-Deans, or their nominees.

The Chair can co-opt other Committee members if required.

The Vice-Chancellor reserves the right not to assign Awards in any year. Results of the assessment process will be final and no appeal arises from the Committee's decisions.

Value of Awards

Award recipients (either an individual or a team) will receive a Certificate and \$2000. The amount of any team Award will be divided equally between the members of the team.

Winners will have the option of receiving this amount of money as an additional salary payment; or it can be used for:

- attendance at courses or conferences relevant to their work and approved by Head of Cost Centre; or
- purchase of equipment approved by Head of Cost Centre, to an equivalent value, subject to meeting the purchasing requirements of the University.