

1. Purpose of the awards

The purpose of the Vice-Chancellor's Awards for Excellence is to recognise and reward exceptional performance that supports the [Federation University Australia Strategic Plan 2021–2025](#)

2. Eligibility

The eligibility for the Vice-Chancellor's Awards for Excellence are as follows:

- academic, TAFE teaching and general/professional staff employed either on a continuing or fixed-term contract;
- fixed-term staff are required to have been in their current position for a minimum of six months, which extends for at least one year after the closing date to be eligible to be nominated for an award;
- teams are also eligible to be nominated for an award;
- a recipient of an award in a particular category is not eligible for nomination in the same or similar category the following year;
- a staff member may only be nominated in one category per year: and
- a staff member cannot be a nominator and a nominee.

Note: An individual team member who does not meet the minimum six months on a continuing or fixed-term appointment extending at least one year following the closing date for the Awards, but has significantly contributed to the team's performance, may be included. However, this member's contribution will be formally recognised with an award certificate.

3. Awards

There will be one award per category each year.

The Vice-Chancellor will determine the monetary amount for each award category at the start of the financial year. The amount will be \$2,000 per category unless the Vice-Chancellor determines otherwise.

The recipient(s) can use the funds for personal or work-related business purposes, which can include professional development. Where a team receives an award, they can determine how the funds will be distributed and expended.

If the funds are to be utilised for work-related business purposes, the amount will be transferred to a nominated cost centre where it can be used for approved work-related business purposes.

Each recipient will receive an award citation that will be presented by the Vice-Chancellor.

Recipients of awards will be required to complete and submit the Application for Award Funds form to People and Culture in order to access award funds within 30 days of receiving the award. Where a team receives an award, the team member nominated as the team leader (or the more senior team member) can complete the form on behalf of the team.

4. Categories and selection criteria

There are 11 award categories. The purpose and selection criteria of each category are as follows:

4.1. Living our values

To recognise individuals and/or teams who have gone above and beyond to exemplify our Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

- **Inclusion** – championing access and inclusion, demonstrate the promotion of diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives
- **Innovation** – innovate to transform, demonstrating agility and responsiveness on responding to emerging opportunities

- **Excellence** – excelling in all that we do, demonstrating integrity and taking responsibility to achieve high standards
- **Empowerment** – respecting and trusting our people, demonstrating the creation of a supportive environment to taking informed risk in the pursuit of success
- **Collaboration** – working stronger together, demonstrating the establishment of a genuine partnership to build on shared goals

Selection criteria

- Examples of alignment with the behaviours underpinning our living values; and
- Evidence of impact on the delivery of our strategic objectives.

Nominees should have achieved exemplary application and behaviours in at least three of the values. It is not necessary to provide discrete examples for each value.

4.2. Leadership and transformational change

To recognise and reward transformational leadership that shows our values in action; inspires our students and partners; and empowers our staff.

Selection criteria

- demonstrated commitment to Federation University Australia's strategic objectives and Living Values Charter;
- demonstrate with evidence the impact of the transformational change initiative towards achievement of University priorities; and
- demonstrated commitment to building capability, formally through the Performance Review and Development Program, or informally through knowledge sharing or learning and development opportunities.

Nominees should have achieved excellence in all of the above criteria.

4.3. Inclusion

To recognise individuals and/or teams who have contributed through leadership, programs, activities or initiatives that support equity and foster diversity and inclusion within Federation University and/or the wider community.

Selection criteria

- outline the leadership program, activities or initiatives that improve opportunities, experiences and outcomes for diversity and inclusion overall, or for one or more of the University's diversity and inclusion priority areas:
 - Aboriginal and Torres Strait Islander Peoples;
 - people of culturally and/or linguistically diverse backgrounds;
 - gender identity or sexuality;
 - people with a disability including ongoing medical or mental health conditions;
 - gender equity in the workplace (particularly women in STEM and women in leadership); and
 - people working with students from low socio-economic backgrounds.
- contribute to supporting employment, retention and/or career development opportunities for the University's diversity and inclusion priority areas (above);
- actively and effectively promoting and increasing involvement of diversity and inclusion priority area students or staff in governance and decision making of the University; and/or
- demonstrate with evidence the impacts or changes achieved.

Nominees should have achieved excellence in three of the above criteria.

4.4. Excellence in innovation

This award recognises individuals and/or teams that demonstrate innovation and entrepreneurialism to deliver the university's strategy, e.g., in delivering new growth opportunities or innovative offerings, working creatively and/or improving efficiency or through a successful project implementation.

Selection criteria

- clear description of the innovative new offering, practice and/or project;
- demonstrate with evidence the benefits of the innovative practice or project in delivering the university's strategy; and
- demonstrate with evidence the impacts or changes that were achieved through the implementation of the innovation

Nominees should have achieved excellence in all of the above criteria.

4.5. Excellence in community engagement and impact

With a proud history of engaging with its multiple communities and enriching the student experience, the University remains committed to playing an active role in advancing and championing environmental, social and economic development in its communities. This award will recognise staff who clearly demonstrate evidence of impact in community engagement.

Selection criteria

- demonstrated commitment to Federation University Australia's strategic objectives and priorities;
- demonstrated service or contribution over a sustained period beyond the normal expectations of the staff member's role that has had a significant community benefit;
- demonstrated impact and evidence of mutually beneficial outcomes for both the community partner and the University;
- enhancing the reputation of the University as one actively engaged with the region/s and the communities it serves; and/or
- evidence of how the nominee reflects the values of the University in their interactions with the community.

Nominees should have achieved excellence in three of the above criteria.

4.6. Research excellence

To recognise and reward staff members who have demonstrated exceptional and sustained research contributions in advancing knowledge and research outcomes.

Selection criteria

- demonstrated research excellence through consistent and exceptional research performance; and
- demonstrated impact of the research.

This category includes two awards: Research excellence and Research excellence – Early Career Researcher. Nominees should have achieved excellence in all of the above criteria.

4.7. Excellence in research partnerships and impact

Recognises the importance that research academics play in the process of developing, enhancing and managing research partnerships and contributing to research outcomes for industry, government and community.

Selection criteria

- demonstrated evidence relating to the initiation, development, management or enhancement of research partnerships, commercial research engagement and/or commercialisation;

- benefits and impact that the partnership and the project bring to the University as a whole (i.e., research funding, shared expertise, access to government funding, publications, or enhanced reputation);
- demonstrated impact and value of industry-engaged research; and/or
- evidence of how the nominee reflects the values of the University.

Nominees should have achieved excellence in two of the above criteria.

4.8. Excellence in industry engagement and impact

This award recognises and celebrates the diverse contributions that individuals and/or teams make to facilitate engagement with industry, government and/or community that makes a real-world impact.

Selection criteria

- provide an example of excellence in engagement with industry, government and/or community that:
 - delivered a demonstrated positive impact (including project outcomes, gains and quantifiable benefits); and
 - showcased a collaborative approach by all parties involved.
- delivered an innovation in concept, objective approach, design, delivery or content that had one or more of the following: value for investment, sustainability and/or scalability; and
- evidence of how the nominee reflects the values of the University.

This category includes two awards: Excellence in industry engagement and impact in Higher Education and Excellence in industry engagement and impact in Vocational Education and Training.

Nominees should have achieved excellence in all of the above criteria.

4.9. Vocational teaching excellence

This award celebrates the diverse and outstanding contribution to vocational learning and the quality of the student experience.

Selection criteria

- delivered the University's values of excellence and innovation in teaching practice;
- demonstrated excellence in enhancing the student experience and success;
- demonstrated professionalism and commitment to teaching and learning in the training and TAFE system; and
- the provision of links with industry and/or community.

Nominees should have achieved excellence in all of the above criteria.

4.10. Enhancing the student experience

Recognises and celebrates the outstanding contribution individuals or teams have made to enhance the quality of the student experience beyond the formal teaching environment.

Selection criteria

- development and implementation of an innovative initiative, activity, service or project which enhanced the quality of the student experience beyond the formal teaching environment;
- evidence of how the student experience was enhanced. This could include:
 - positive student feedback leading to improved student outcomes;
 - media engagement;
 - wide-scale benefits for students and/or;

- high-impact benefit for a targeted cohort; and
- evidence of how the nominee reflects the values of the University.

Nominees should have achieved excellence in all of the above criteria.

4.11. Excellence in delivering the Co-Op model

This award recognises and celebrates an individual or team who demonstrate excellence in cross-university and industry collaboration to deliver our Co-Op model. For example, working together to adapt, evolve and address complex challenges, building strong cross-functional relationships or communities of practice across the organisation to enable the transformation to Co-Op.

Selection criteria

- demonstrated leadership in building strong, productive and mutually beneficial relationships to deliver the Co-Op model;
- demonstrate with evidence the impacts on the transformation to Co-Op; and
- evidence of how the nominee/s reflects the values of the University.

Nominees should have achieved excellence in all of the above criteria.

5. Nominations

The Vice-Chancellor will call for nominations each year.

Leaders across the university should encourage their teams to nominate staff to ensure that at least one nomination per area or Institute is received.

Staff members who are employed on continuing or fixed-term appointments may nominate other staff members. Self-nomination is not permitted.

Nominations must use the appropriate nomination form and be signed off by at least two nominators. The nominee(s) is(are) responsible for preparing an outline of the excellence achieved and providing supporting evidence.

The relevant portfolio leader (e.g. Executive Dean/Director) must endorse award categories, however in instances where leaders are nominated, the relevant VCST member must endorse the nominations.

Completed nomination forms must be emailed to od@federation.edu.au and marked as Private and Confidential.

6. Selection

6.1. Selection panel

The Vice-Chancellor will appoint a selection panel.

6.2. Evaluation of nominees and selection of recipients

The selection panel will evaluate all nominees per category against the selection criteria based on the completed nomination form. It is the selection panel's prerogative to seek further information to clarify nominations. However, the panel may also decide to solely base the evaluation and decision on the information provided. In addition to the selection criteria per category, the panel will also evaluate and assess nominations against the breadth of support, i.e., the extent of the recognition and support for the nomination.

The selection panel will provide the Vice-Chancellor with its recommendations within 10 working days after it has concluded its evaluation.

7. Notification of selection panel outcomes

Within 10 working days from receiving the Vice-Chancellor's endorsement on the recommendations for recipients of the awards, the Chair of the panel will inform award recipients and unsuccessful nominees in writing. Award recipients will also be announced on FedNews and be presented with their award by the Vice-Chancellor.

8. Timetable

The following annual timetable for the awards is applicable:

Process/task	Responsible	Time
Call for nominations via FedNews	Vice-Chancellor / Comms	September
Preparation of nominations	Nominators and nominees	September / October
Appoint selection panel	Vice-Chancellor	Mid-September
Reminders via 'FedNews' and email Deans/Directors	People and Culture	September / October
Nominations close	People and Culture	25 October
Nominations evaluated	Selection panel	October / November
Recommendations to Vice-Chancellor	Selection panel Chair	Within 10 working days of panel evaluation
Inform all unsuccessful nominees and award recipients in writing	People and Culture	Within 10 working days following the Vice-Chancellor's approval of recommendations
Awards presented by the Vice-Chancellor at a nominated event	People and Culture	December

9. Review of award and award categories

Federation University Australia will review the Vice-Chancellor's Awards for Excellence guidelines and award categories as and when necessary to ensure alignment with the desired culture and strategic objectives of the University.