

# Vice-Chancellor and President's Awards for Excellence - Operational Policy

## 1. Purpose of Policy

The purpose of this policy is to set the conditions under which the Vice-Chancellor and President recognises and rewards exceptional staff performance and achievements through Awards for Excellence.

## 2. Policy scope and application of Policy

This policy applies to all eligible staff of the University.

## 3. Definitions

Please refer to the University's Glossary of terms for policy and procedures.

## 4. Purposes of the Vice-Chancellor and President's Awards for Excellence

4.1 The University's Strategic Plan is ambitious and reaching the goals requires commitment from all staff. The principal purpose of the Vice-Chancellor and President's Awards for Excellence is to recognise and reward exceptional performance and achievements that contribute to the realisation of the University's Strategic Plan.

4.2 The Awards also aim to:

- Foster the engagement and commitment of staff and encourage staff to take pride in their work
- Encourage staff to take initiative and consciously contribute to USC's institutional capacity and capability
- Ensure staff are clear about what the University values in relation to academic and professional work
- Ensure the achievement that is formally recognised and rewarded contributes to the achievement of the University's strategic priorities
- Provide an opportunity to celebrate exceptional staff performance and achievements

4.3 The Vice-Chancellor and President's Awards for Excellence provide opportunities to recognise and reward exceptional performance and achievements in the key areas of: learning and teaching; research; engagement and service.

## 5. The Awards for Excellence

5.1 The Vice-Chancellor and President can present Awards for Excellence in the following categories:

- Learning and Teaching
- Learning and Teaching – Sessional Staff
- Research
- Research – Early Career Researcher
- Engagement
- Service

5.2 The Awards for Excellence are presented annually.

5.3 The Vice-Chancellor and President can choose not to present an Award in any category or categories.

5.4 The recipients receive an award presented by the Vice-Chancellor and President at Graduation.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Director, People and Culture

### FIRST APPROVED

8 October 2012

### LAST AMENDED

17 May 2019

### REVIEW DATE

17 May 2024

### STATUS

Active

5.5 The Vice-Chancellor and President announces the recipients of the Awards for Excellence to the University community.

## 6. Eligibility

6.1 To be eligible to receive an Award for Excellence in Learning and Teaching or Research or Engagement or Service, a staff member will have:

- a current full-time or fractional appointment; and
- been employed continuously by the University for at least two years by the end of the year in which the Award is to be presented

6.2 To be eligible to receive an Award for Excellence in Sessional Teaching, a staff member will have:

- a current sessional appointment on the date of the commencement of the process to determine the Awards for Excellence for that year; and
- been employed for at least four teaching periods by the end of the year in which the Award for Excellence is to be presented.

6.3 To be eligible to receive an Award for Excellence - Early Career Researcher, a staff member will have:

- been awarded a PhD or equivalent research doctorate within the five-year period prior to the commencement of the process to determine the Award for that year. (A staff member who was awarded a PhD within the last eight years may be eligible if their academic career has been significantly interrupted);
- a current full-time or fractional appointment; and
- been employed continuously by the University for at least two years by the end of the year in which the Award is to be presented.

6.4 A team of staff can receive an Award for Excellence where all members of the team have contributed equitably to the success of the team and the achievements for which the Award is presented.

6.5 Members of University Executive and the University's Senior Staff Forum are not eligible for Awards for Excellence. Neither are staff acting in any of these positions eligible for nomination for their performance and achievements while acting in the position.

6.6 Staff who have received an Award for Excellence are not eligible to receive another Award in the same category within three years of receipt of the last Award.

## 7. Recommendations

7.1 An Advisory Committee is established to determine the recommendation to the Vice-Chancellor and President for each Award for Excellence.

- For the Awards for Excellence in Learning and Teaching, the recommendations are made by the Deputy Vice-Chancellor (Academic)
- For the Awards for Excellence in Research, the recommendations are made by the Deputy Vice-Chancellor (Research and Innovation)
- For the Award for Excellence in Engagement, the recommendation is made by the Pro Vice-Chancellor (Engagement)
- For the Award for Excellence in Service, the recommendation is made by the Chief Operating Officer

7.2 In determining the recommendations to the Vice-Chancellor and President, each Advisory Committee takes into account achievement relative to opportunity. For example, exceptional performance and achievement for a Level A academic is different from exceptional performance and achievement for a Level C or a Level E academic, as is exceptional performance and achievement for a professional Level 5 compared to that of a professional Level 8 or 10.

7.3 Recommendations for each Award are made to the Vice-Chancellor and President.

7.4 The Vice-Chancellor and President determines the recipients of the Awards and can approve or not approve any recommendation for an Award.

7.5 The Vice-Chancellor and President's decision is final.

END

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#### RELATED DOCUMENTS

- Academic Promotion - Operational Policy
- Conflict of Interest - Governing Policy
- Performance Management - Operational Policy
- Vice-Chancellor and President's Awards for Excellence - Procedures

#### LINKED DOCUMENTS

- Vice-Chancellor and President's Awards for Excellence - Procedures