

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

## 1. Purpose of procedures

1.1 These procedures set out the process for administration of the Vice-Chancellor and President's Awards for Excellence, as provided by People and Culture under the direction of the Vice-Chancellor and President.

## 2. Scope and application

2.1 These procedures applies to all eligible staff of the University.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Nominations

4.1 On behalf of the Vice-Chancellor and President, the Director, People and Culture calls for nominations each year.

4.2 Nominations can be made by Senior Staff. To determine the nominations, the Senior Staff can consult with any other staff deemed appropriate from within or beyond their work area.

4.3 Nominations need to be on the appropriate nomination form and will normally be no more than two pages in length.

4.4 A quality nomination will be well-written and clearly outline the nominee's achievement, including examples or evidence of outcomes and impact and should demonstrate how the nominee has gone beyond their usual role requirements to display exceptional performance and achievement.

4.5 Confidential nomination forms are to be submitted by email to People and Culture ([vcparwards@usc.edu.au](mailto:vcparwards@usc.edu.au)) by the closing date as specified in the call for nominations.

Nominees should not know that they have been nominated.

## 5. Advisory Committees

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

5.2 Each recommendation is based on an assessment of the contributions of the staff member to the realisation of the University's Strategic Plan.

5.3 If the Advisory Committee comes to the conclusion that more information is required to determine the recommendations to the Vice-Chancellor and President, the Chairperson of the Advisory Committee can seek further information from the nominator or other staff deemed appropriate on behalf of the Committee.

5.4 If a member of the Advisory Committee submits a nomination for an Award for which they are an Advisory Committee member, they will be removed from the committee for that year and an appropriate replacement member sought.

5.5 The Director, People and Culture allocates appropriate secretarial support to each Committee.

## 6. Awards for excellence in learning and teaching

6.1 The Vice-Chancellor and President's Awards for Excellence in Learning and Teaching recognise and reward significant contributions to the delivery of high-quality teaching, learning and graduate outcomes.

### 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

16 May 2024

### STATUS

Active

6.2 Two Awards for Excellence in Learning and Teaching are available each year - an Award for Excellence in Learning and Teaching, available to Academic and Professional Staff and an Award for Excellence in Learning and Teaching - Sessional Staff.

6.3 Program and Course Coordinators can be consulted to assist in determining the nominations for the Award for Sessional Staff.

6.4 Nominations should outline the reasons why the nominees' contributions to and achievements in learning and teaching have advanced the quality of learning, teaching and graduate outcomes and are exceptional such that they are deemed worthy of recommendation for the Vice-Chancellor and President's Awards for Excellence in Learning and Teaching in key areas.

6.4.1 For the Vice-Chancellor and President's Award for Excellence in Learning and Teaching, key areas can be:

- (a) innovative teaching practice that impacts students' engagement with learning and/or graduate outcomes;
- (b) leadership within, and perhaps beyond, the University that inspires staff engagement with and advancement of teaching and shapes students' learning outcomes;
- (c) scholarship in learning and teaching that influences teaching practice within, and beyond, the University.

6.4.2 For the Vice-Chancellor and President's Award for Excellence in Learning and Teaching – Sessional Staff, key areas can be:

- (a) innovative teaching practice that impacts students' engagement with learning and/or graduate outcomes;
- (b) contribution within the University that advances teaching and shapes students' learning experiences;
- (c) scholarly learning and teaching that influences teaching practice within the University.

6.5 The Advisory Committee for the Awards for Excellence in Learning and Teaching comprises:

- (a) Deputy Vice-Chancellor (Academic) (Chairperson)
- (b) Chairperson of the Learning and Teaching Committee
- (c) Director, Centre for Support and Advancement of Learning and Teaching

The Chairperson can invite other suitably qualified staff to join the Committee.

6.6 For the Award for Excellence in Learning and Teaching and the Award for Excellence in Learning and Teaching - Sessional Staff, the Deputy Vice-Chancellor (Academic) makes recommendations to the Vice-Chancellor and President.

## 7. Awards for excellence in research

7.1 The Vice-Chancellor and President's Awards for Excellence in Research recognise and reward excellence in research performance, achievement and leadership.

7.2 Two Awards for Excellence in Research are available each year – an Award for Excellence in Research and an Award for Excellence in Research – Early Career Researcher.

7.3 In consultation with the Deputy Vice-Chancellor (Research and Innovation), the Office of Research prepares reports of research metrics from the Higher Education Research Data Collection – publications, grants and HDR supervision – and other relevant sources e.g. Excellence in Research Australia (ERA), Google Scholar and Scopus, to produce a list of up to five Researchers and up to five Early Career Researchers who are to be considered as candidates for the Awards for Excellence in Research.

7.4 The Advisory Committee for the Awards for Excellence in Research comprises:

- (a) Deputy Vice-Chancellor (Research and Innovation) (Chairperson)
- (b) Director, Office of Research
- (c) two Professors nominated by the Chairperson

The Chairperson can invite other suitably qualified staff to join the Committee.

7.5 On behalf of the Advisory Committee, the Chairperson can consult with other staff deemed appropriate, for additional pertinent information about the candidates' research achievements and leadership.

7.6 To determine recommendations, the Advisory Committee considers and discusses the research performance data and other elements of research achievement and leadership such as:

- (a) research outputs and outcomes, for example, publications in quality peer-reviewed journals and significant grant income and infrastructure;
- (b) research leadership and research collaborations that strengthen research capability, influence research practice or advance a productive research culture within the University, such that others are guided and supported to achieve significant research outcomes;

- (c) impact of research within the discipline/field and beyond the University, for example through esteem and impact factors;
- (d) the establishment and maintenance of productive relationships with strategic partners, including international universities.

7.7 For the Vice-Chancellor and President's Award for Excellence in Research and the Award for Excellence in Research - Early Career Researcher, the Deputy Vice-Chancellor (Research and Innovation) makes recommendations to the Vice-Chancellor and President.

## 8. Award for excellence in engagement

8.1 The Vice-Chancellor and President's Award for Excellence in Engagement recognises and rewards excellence in engagement and the development of strategic partnerships regionally, nationally or internationally. This Award is available to Academic and Professional Staff.

8.2 Nominations should outline the reasons why the nominee's contributions to and achievements in engagement have benefited the University and the broader community in a context of partnership and reciprocity and are exceptional such that they are deemed worthy of recommendation for the Vice-Chancellor and President's Award for Excellence in Engagement in key areas, such as:

- (a) the establishment and maintenance of strategic and productive partnerships, connections and relationships with people, groups and organisations through which social, civic and professional functions are performed;
- (b) significant external recognition for scholarly contributions through the application of discipline knowledge within the region and beyond;
- (c) influence within the community through professional commentary on issues of general public interest and the creation of opportunities for discussion of intellectual, social, economic and cultural issues of importance to the well-being of the community.

8.3 The Advisory Committee for the Award for Excellence in Engagement comprises:

- (a) Pro Vice-Chancellor (Engagement) (Chairperson)
- (b) Director, People and Culture
- (c) Director, Development Office
- (d) a Professor nominated by the Chairperson

The Chairperson can invite other suitably qualified staff to join the Committee.

8.4 For the Vice-Chancellor and President's Award for Excellence in Engagement, the Pro Vice-Chancellor (Engagement) makes a recommendation to the Vice-Chancellor and President.

## 9. Award for excellence in service

9.1 The Vice-Chancellor and President's Award for Excellence in Service recognises and rewards excellence in service to students and staff and corporate citizenship. This Award is available to Academic and Professional Staff.

9.2 Nominations should outline the reasons why the nominee's contributions to and achievements in service to students and staff or corporate citizenship have contributed to the University providing a work and study environment that encourages respect, transparency, inclusiveness and equity and are exceptional such that they are deemed worthy of recommendation for the Vice-Chancellor and President's Awards for Excellence in Service in key areas, such as:

- (a) being an exemplary corporate citizen who conscientiously and explicitly fosters and impacts success for students and/or staff;
- (b) developing and improving University systems and processes that significantly enhance engagement and outcomes for students and/or staff;
- (c) contributing to developing the University for a sustainable future.

9.3 The Advisory Committee for the Award for Excellence in Service comprises:

- (a) Chief Operating Officer (Chairperson)
- (b) Director, People and Culture
- (c) another Director nominated by the Chairperson
- (d) a Professor nominated by the Chairperson

The Chairperson can invite other suitably qualified people to join the Committee.

9.4 For the Vice-Chancellor and President's Award for Excellence in Service, the Chief Operating Officer makes a recommendation to the Vice-Chancellor and President.

## 10. Confidentiality

10.1 All documents, materials and deliberations relating to the Vice-Chancellor and President's Awards for Excellence are to be treated with the strictest confidence by all participants in and observers of the process. Members of Advisory Committees and observers are not to discuss nominations, advice, recommendations or deliberations outside of Committee meetings.

## 11. Recommendations to the Vice-Chancellor and President

11.1 Recommendations to the Vice-Chancellor and President for the Awards for Excellence are prepared by People and Culture on behalf of the Chairs of the Advisory Committees and forwarded to the Vice-Chancellor and President.

11.2 Nominations that are considered by the Advisory Committee to be of a very high standard but are not recommended as an award recipient may receive a commendation from the Vice-Chancellor and President on the recommendation of the Committee.

11.3 The Vice-Chancellor and President may seek advice or clarification from the Chairperson of an Advisory Committee on any recommendation.

11.4 The Vice-Chancellor and President can approve or not approve any recommendation for an Award for Excellence.

## 12. Notification of the Vice-Chancellor and President's Awards for Excellence

12.1 The Vice-Chancellor and President advises the recipients of the Awards for Excellence in writing, outlining the reasons why they have been chosen for the Award.

12.2 The recipients receive an award presented by the Vice-Chancellor and President at graduation.

12.3 The Vice-Chancellor and President announces the Awards for Excellence to the University community, including Council.

12.4 No notification is provided to nominators or nominees for nominations that have not been successful.

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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 - Operational Policy

### LINKED DOCUMENTS

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