

Name of Policy	Vice-Chancellor's Staff Excellence Awards and Medal Policy
Description of Policy	The Vice-Chancellor's Staff Excellence Awards and Medal showcase the accomplishments of ACU staff and publicly recognise, reward and encourage excellent performance and achievement.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>)
	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> All Students <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	Minor revisions

Approval Authority	Professor Greg Craven, Vice-Chancellor and President
Governing Authority	Vice-Chancellor and President
Responsible Officer	Ms Simone Chetcuti, Director, Office of the Vice-Chancellor and President

Approval Date	10 December 2015
Effective Date	10 December 2015
Date of Last Revision	26 April 2017
Date of Next Policy Review*	10 December 2017

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Legislation, Policies, Procedures, Guidelines and Local Protocols	Professional Staff Performance Review and Planning Process Policy Performance Review and Planning Program for Academic Staff Policy Payment of Salaries Policy
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1. Purpose

The Vice-Chancellor's Staff Excellence Awards and Medal (Vice-Chancellor's Awards) showcase the accomplishments of ACU staff and publicly recognise, reward and encourage excellence in performance and achievement.

2. Vice-Chancellor's Staff Excellence Awards and Medal Categories

The Vice-Chancellor and President will award up to two commendations per award category (individual or team) and one overall peak Vice-Chancellor's Medal for Excellence from those listed for commendation. The award categories and criteria are listed below.

Nominations are assessed against the criteria for each award. Other considerations for assessment include the nominees contribution to the Strategic Plan 2015 – 2020, Strength to Strength, Service Matters Framework, the Learning for Life Framework and the Research Intensification Framework.

The Vice-Chancellor's Staff Excellence Awards and Medal will complement the existing Vice-Chancellor's awards in other areas of the University such as;

- The Vice-Chancellor's Award for Excellence in the PhD Thesis;
- The Vice-Chancellor's Award for Outstanding Community Engagement;
- The Vice-Chancellor's Teaching Excellence Award;
- The Vice-Chancellor's Postgraduate Teaching Award (part of the new Postgraduate Strategy); and
- The Vice-Chancellor's Citations for Outstanding Contribution to Student Learning.

Award Categories:

2.1 Mission Excellence

The Vice-Chancellor's Awards for Mission Excellence recognises individuals and teams who have demonstrated excellence in living the Mission of ACU through areas of service, pursuit of knowledge, the dignity of the human person and the common good. There are many varied ways in which the Mission of ACU is played out in our daily working lives and this category aims to recognise those in our community who exemplify our Mission. Examples of Mission excellence can be demonstrated within the University or broader community activities and through community engagement activities.

Criteria for submissions under this category are as follows:

1. Nominees have shared their experience, skills and talent in an outstanding way in their specific field within the University or communities in which they have served and also met at least two of the following Mission attributes;
 - a) Catholic Intellectual Tradition;
 - b) Service;
 - c) Pursuit of Knowledge;
 - d) Dignity of the Human Person; and
 - e) The Common Good.
2. Evidence that the contribution benefits students, staff or the broader community.
3. Evidence that the contribution supports vulnerable members of the University or the broader community.
4. Nominees considered for this Award are committed to the wellbeing of others, display personal integrity, witness to service for the common good of society and evidence of positively influencing others.

5. Evidence the contribution is supporting ACU's strategic direction.

2.2 Service Excellence

The Vice-Chancellor's Awards for Service Excellence celebrates the diverse service contributions that individuals and teams make to the ACU community (on and/or off campus). This category encourages and recognises outstanding service by staff. For the purpose of these Awards "service" is interpreted broadly and includes activities, initiatives, practices and/or projects that have contributed to the delivery of exceptional or significantly improved services to ACU's staff, students and/or external stakeholders. Service can be demonstrated via professional services, teaching or research provided at ACU.

Applications for the Vice-Chancellor's Awards for Service Excellence will be considered on the basis of exceptional recent service (within the past three years) involving substantial project(s) or activities, or an exemplary single project/activity over a shorter timeframe.

Criteria for submissions under this category are as follows:

1. Evidence that the service contribution is exemplary referencing the [10 ACU Service Principles](#);
2. Evidence that the service benefits staff, students and/or the community;
3. Details of how this service provision is evaluated for effectiveness and continuously improved; and
4. Evidence that this service is supporting ACU's strategic direction.

2.3 Innovation Excellence

The Vice-Chancellor's Awards for Innovation Excellence celebrates the contributions of individuals and teams who have conceived and demonstrated an innovation that positions ACU as a leading light in the Australian university sector either in academic research, teaching and learning, the student experience, course design or university operations.

Criteria for submissions under this category are as follows:

1. Evidence that the innovation has improved the University in some way;
2. Evidence that the innovation has addressed new business or customer or community needs, addressed previously unrealised business or customer requirements, addressed previously unmet market needs;
3. Details on how this innovation was conceived, implemented and evaluated; and
4. Evidence that this innovation is supporting ACU's strategic direction.

2.4 Excellence in Student Experience

The Vice-Chancellor's Awards for Excellence in Student Experience are available to individuals and teams who have shown evidence of the highest level of service to students and outstanding achievement in the support of the student experience (up to three years). The Panel is seeking evidence of recent contributions that go beyond normal good practice to contributions that display responsiveness to students' needs and make well-informed and distinctive contributions to students' learning, student engagement and the student experience at ACU. This may include an outstanding contribution in academic or student support services or the provision of resources to facilitate learning and enhance the student experience.

It may be related to the support of a specific group of students, such as high achievers, mature age, part-time, Aboriginal and Torres Strait Islander students, students who have experienced educational disadvantage, or students from a low-socio economic background. Applications need to include clear descriptions of particular practices relevant to the contribution, with concrete examples, and positive student outcomes relevant to the

contribution. Examples could include; improvements in learning in a particular subject matter; additional learning activities that extend the student experience outside the ACU campus, e.g. overseas learning opportunities; particular teaching or support strategies that have produced improvements in success for particular groups of students; support for students to showcase their excellence, leading to student achievements such as prizes or awards. Evidence could include positive student feedback, as shown in ACU's standard student feedback surveys and/or other relevant indicators depending on the contribution, peer recognition, or senior staff commendation.

Criteria for submissions under this category are as follows (applicants need to respond to at least four criterion):

1. Evidence of responsiveness to student needs.
2. Evidence of sustained excellent service to students through their work in the University.
3. Development of resources or services that enhance the student learning experience.
4. Evidence of impact on student learning or the student experience; and
5. Evidence that the contribution is supporting ACU's strategic direction.

2.5 Research Excellence

The Vice-Chancellor's Awards for Research Excellence are available to individuals or teams who have shown excellence in an aspect of research. This may be in research, creative works, or research training.

In the area of research or creative works applicants will need to show how their work, or their teams' work, has contributed to original advances in knowledge, or the application of knowledge in original ways, or new expressions of knowledge, or creative insight. For individual nominations, excellence will be judged relative to stage of research career. For example, early career researchers will be assessed differently from later-stage researchers.

In higher degree research training applicants will need to show how their supervision and management of their Higher Degree Research (HDR) students has consistently led to high student satisfaction, high quality publications, timely completion rates, as well as the contributions to, and the quality and originality of knowledge generated by their students as evidenced by examiners' reports and/or high quality publications.

Applications for the Vice-Chancellor's Awards for Research Excellence will be considered on the basis of excellent recent contributions (up to three years) involving substantial project(s) or activities, or an exemplary single project/activity over a shorter time frame.

Criteria for submissions under this category are as follows:

1. Evidence that the research project is of demonstrated excellence and/or has a real societal, environmental and economic impact;
2. Evidence that the contribution has supported the HDR student to reach their research goals;
3. Evidence that the contribution has supported the University's Research Intensification goals;
4. Details of how this contribution is evaluated for effectiveness; and
5. Evidence the contribution is supporting ACU's strategic direction.

2.6 Vice-Chancellor's Medal for Excellence

The Vice-Chancellor’s Medal for Excellence is selected from the award recipients. This award is personally selected by the Vice-Chancellor and President from all the award recipients, both individual and team based on a shortlist of recommendations from the Selection Panel.

3. Eligibility

The following eligibility requirements apply:

- Minimum one year of continuous service.
- Open to professional and academic staff at all levels.
- Open to continuing and fixed-term staff.
- Nominations open to individuals and teams.
- Team nominations are capped at eight members.
- Teams may be within a work area or across organisational areas (e.g. Directorates/ departments/faculties/schools/Institutes).
- Team submissions should include a statement outlining the development of the team, the role and contributions of members, the mode of collaboration and the achievements of the team.
- Self-nomination is accepted.
- Multiple nominations per year will not be accepted; only one nomination (whether an individual or as part of a team) per category per year is permitted.
- Unsuccessful applicants are eligible to re-apply in subsequent years.
- Previous Vice-Chancellor’s Award recipients (individual or as part of a team) are ineligible to apply for nomination within three years of receiving a Vice-Chancellor’s Award or the Vice-Chancellor’s Medal for Excellence. However, this condition does not apply to recipients of the former Vice-Chancellor’s Staff Appreciation Award.
- Nominees (individual/team) must have participated in the University’s Performance and Planning Process (PRP) in the past twelve months. For team nominations ALL members of the team must have participated in the PRP process. The Panel will seek confirmation from Human Resources on PRP completion

4. Timeline

The timeline for the Award nomination process follows:

Promotion of the Awards via ACU Staff Bulletin	January and up until nominations close
Call for Nominations	15 February
Nominations Close	22 May
Collate and Assess Submissions	May
Selection Panel convenes and assesses nominations	June
Recommendations are forwarded to the Vice-Chancellor and President for approval	June
Recipients, supervisors and nominators are advised of the outcome	June
Unsuccessful nominations are advised and feedback issued	June
Presentation Ceremony	August
Recipient Recognition	August, September

5. Benefits and Prize

Successful individual awards are granted at \$500 and team scholarships are granted at \$2,500 (per team). The Vice-Chancellor's Medal for Excellence is granted at \$5,000 for an individual or \$10,000 for a team. This prize money can be used as follows:

1. The University will make a **donation to the charity** of your choice from the enclosed list of National Catholic Charities (at Item 15). This donation will be a payment made through accounts payable and will follow finance procedures.
2. To attend a nominated conference or **professional development program**. Recipients will be required to identify the conference or professional development activity up to the value of the award, and this may include travel to and from the conference. These funds will be managed by the Office of the Vice-Chancellor and President (OVCP) through an established project code.
3. **Paid as salary**. This will be a salary payment and will be subject to the legislative requirements of the Australian Taxation Office such as pay as you go taxation and the Superannuation Guarantee Charge. Notification to Human Resources will be a memorandum outlining the staff member's name, and value of the Award for payment.

Please note any award recipients no longer employed by, or associated with, the University at the time of the Panel's determination and leading up to award ceremony will be issued with an award certificate only.

Following notification of a successful nomination, recipients are required to submit written details indicating which option from the above has been selected. Please send details to Ms Simone Chetcuti, Director, OVCP, at simone.chetcuti@acu.edu.au.

6. Recognition

The Vice-Chancellor's awards are presented at an annual University-wide presentation ceremony. The campus location will change from year to year. As the Vice-Chancellor's Medal will only be announced at the presentation ceremony, recipients, supervisors and nominators will be advised of the outcome, however, they will not be aware of the award type (i.e. Vice-Chancellor's award or Vice-Chancellor's Medal) until awarding at the presentation ceremony. Recipients, their guests and nominators will be invited to attend the presentation ceremony. Travel for a recipient (to and from their local campus to the presentation ceremony location) to attend the presentation ceremony will be covered by the OVCP. Travel will be in the form of domestic economy airfares and one night of accommodation, if required, subject to the presentation ceremony timing. Travel costs for guests of the recipient(s) and nominators will not be covered by the OVCP. It is suggested that a team celebration to recognise the recipient's award could be undertaken by the Team Leader post the presentation ceremony.

All recipients will be recognised by the awarding of a framed certificate and a customised plaque, which details the specific and identifiable reasons for the award. A medal is presented to the recipient of the Vice-Chancellor's Medal. In receiving an award, recipients agree to be interviewed via video for a series of articles profiled in the ACU Staff Bulletin, ACU website and annual report. Photos of the recipients with the Vice-Chancellor and President are taken at the presentation ceremony for various promotional purposes.

7. How to Nominate

The OVCP will call for nominations in February each year.

Nominations are accepted from all members of staff, including self-nomination. Nominators must complete all applicable sections of the Nomination Form. Nominations must include:

1. A statement of support from the nominee's direct supervisor. Please note, for team nominations, a statement of support is required from each individual's supervisor.

2. Endorsement from the relevant member of the Executive Planning Group.

Completed nomination forms and other information as outlined are to be sent via email to the Director, OVCP, at simone.chetcuti@acu.edu.au.

8. Selection Process

A selection panel meets once per year to assess the nominations received and makes recommendations to the Vice-Chancellor and President. The Vice-Chancellor's Staff Excellence Awards and Medal Selection Panel (The Panel) is comprised of:

- Director, OVCP (Chair)
- Nominee of the Provost
- Nominee of the Chief Operating Officer
- Nominee of the Deputy Vice-Chancellor, Research
- Nominee of the Deputy Vice-Chancellor, Students, Learning and Teaching
- Nominee, Identity and Mission
- Nominee, Human Resources

The Panel is accountable to the Vice-Chancellor and President for fulfilling the terms of reference.

9. Terms of Reference

The Panel:

- Considers nominations for the Vice-Chancellor's Awards and recommends to the Vice-Chancellor and President;
 - the number of awards to be granted and
 - the recipients of the awards.
- Provides advice to the Vice-Chancellor and President on policy and procedural matters relating to the Vice-Chancellor's Staff Excellence Awards and Medal.

10. Tenure and frequency of meeting

Terms of office for Panel members is two years and the Panel meets on an annual basis.

11. Reporting

The Panel reports to the Vice-Chancellor and President annually, in conjunction with recommendations for Awards.

12. Dissemination of Outcomes

Successful and unsuccessful nominations are advised in writing by the Chair of The Panel.

13. Administration of the Awards

Administration and coordination of the Vice-Chancellor and President's Awards is undertaken by the OVCP. This includes liaison with directorates, departments, faculties, schools and Institutes, providing secretariat support for the Panel, updating the Policy and administering the annual timeline.

14. Contacts

For any queries please contact:

Ms Simone Chetcuti

Director, OVCP
Email: Simone.chetcuti@acu.edu.au
Telephone: 02 9739 2930

Ms Rebecca Truong
Administrative Officer, OVCP
Email: Rebecca.truong@acu.edu.au
Telephone: 02 9730 2596

15. National Catholic Charities

CHARITY	ABOUT	WEBSITE
Caritas Australia	Caritas are the international aid and development organisation of the Catholic Church in Australia. Focusing on delivering long-term development programs, Caritas helps people regardless of ethnicity, religion or political beliefs and work with the poorest of the poor and help people to help themselves.	www.caritas.org.au
St Vincent de Paul Society	The St Vincent de Paul Society in Australia has more than 40,000 members and volunteers, who work hard to assist people in need and combat social injustice across Australia.	www.vinnies.org.au
Catholic Mission	Catholic Mission is the international mission agency of the Catholic Church in Australia. Catholic Mission operates in over 160 countries to support initiatives in 1,100 dioceses, including remote Australia.	www.catholicmission.org.au
MercyWorks	MercyWorks partners with communities to promote justice, self-reliance and to support displaced people. They work with communities who are denied access to basic human needs such as education, healthcare and social welfare.	www.mercyworks.org.au
Jesuit Refugee Service Australia	Jesuit Refugee Service is an international Catholic organisation with a mission to accompany, serve and advocate on behalf of refugees and other forcibly displaced persons. JRS undertake services at national and regional levels with the support of an international office in Rome. JRS was founded in November 1980 as a work of the Society of Jesus (commonly known as the Jesuits).	www.jrs.org.au
Good Grief Run by Sisters of St Joseph	Support programs and resources developed to support children, young people and adults to effectively work through change, loss and grief in their lives. Our aim is to enable them to achieve resilience and new hope.	www.goodgrief.org.au
Aid to the Church in Need	An international Catholic charity dependent on the Holy See, providing pastoral relief to needy and oppressed churches.	www.aidtochurch.org
St Columban's Mission Society	The Columbans are a mission society of priests and sisters who work in 19 countries, including Australia and New Zealand, who work from a standpoint of solidarity with the poor and the integrity of creation and takes its	www.columban.org.au

	name from St Columban - Ireland's sixth century missionary to Europe.	
Jesuit Social Services	Jesuit Social Services works to build a just society where all people can live to their full potential - by partnering with the community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.	www.jss.org.au
Youth off the streets	Youth Off The Streets is a non-denominational organisation working with young people who are homeless, drug dependent and recovering from abuse. Youth Off The Streets supports these young people as they work to turn their lives around and overcome immense personal traumas, such as neglect and physical, psychological and emotional abuse.	www.youthoffthestreet.com.au
Mary MacKillop Foundation	The Mary MacKillop Foundation is an Australian charity/non-profit organisation founded by the Sisters of Joseph. They support projects through Australia from metropolitan areas like Sydney to remote rural areas in the Kimberley, Western Australia.	www.mackillopfoundation.org.au

16. Nomenclature Table

NAME	FORMAT
Vice-Chancellor's Staff Excellence Awards and Medal	Vice-Chancellor's Awards
Vice-Chancellor's Medal for Excellence	Vice-Chancellor's Medal
Vice-Chancellor's Staff Excellence Awards and Medal recipient	Recipient
Vice-Chancellor's Staff Excellence Awards and Medal Selection Panel	The Panel

**Vice-Chancellor's Staff Excellence Awards and Medal
Nomination Form**

NOMINEE INFORMATION	Please complete <u>either</u> the individual or team section
Nominee Information (Individual)	
Name	
Position Title	
Work Area	
Email Address	
Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Nominee Information (Team)	
Team member 1	
Name	
Position Title	
Work Area	
Email Address	
Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Team member 2	
Name	
Position Title	
Work Area	
Email Address	
Telephone Number	

ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Team member 3	
Name	
Position Title	
Work Area	
Email Address	
Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Team member 4	
Name	
Position Title	
Work Area	
Email Address	
Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Team member 5	
Name	
Position Title	
Work Area	
Email Address	

Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Team member 6	
Name	
Position Title	
Work Area	
Email Address	
Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Team member 7	
Name	
Position Title	
Work Area	
Email Address	
Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature
Team member 8	
Name	
Position Title	

Work Area	
Email Address	
Telephone Number	
ACU Commencement Date	
<i>I hereby give permission for Australian Catholic University, to use my photograph/s and video recordings in University publications; including the ACU website, Staff Bulletin and Annual Report and other promotional avenues. It is agreed that the use of the photograph/s and video recordings shall in no way be used in any other forum other than for official University business.</i>	Nominee Name Signature

NOMINATOR INFORMATION	
Name	
Position Title	
Work Area	
Relationship to Nominee(s)	
Email Address	
Telephone Number	
AWARD CATEGORY AND NOMINATION INFORMATION	
<i>Please note all nominations are automatically considered by The Panel for The Vice-Chancellor's Medal for Excellence.</i>	
Award Category being nominated for	
Please provide a summary of this nomination, which will be used for successful nominations and Award promotion.	
A statement of support (from the nominees direct supervisor) which outlines the reasons for supporting this nomination. <i>There is no limit on the length of the statement of support from your supervisor and can be attached as a separate document.</i>	
<i>How does this application align to the ACU's Strategic Plan 2015 – 2020 Strength to Strength, Service Matters Framework, the Learning for Life Framework and the Research Intensification Framework</i>	
Please address each criterion as defined in the Policy.	Please attach when submitting this form
Statement of support from direct supervisor	
Name of direct supervisor	
Signature	
Date	

Endorsement (from the relevant member of the Executive Planning Group)	
Name	
Signature	
Date	
Confirmation of participation in the University's Performance and Planning Process (PRP) – Indicate Yes or No (Human Resources to confirm)	

You **may** attach three to five supporting documents as evidence of the achievements of the nominee(s) and these could include:

- Additional letters of support.
- Testimonials.
- A short curriculum vitae of the nominee(s) (up to two A4 pages for individual nominations and up to two A4 pages per team member for group nominations are allowed).

Please submit your application:

Ms Simone Chetcuti

Director, OVCP

Email: Simone.chetcuti@acu.edu.au

Telephone: 02 9739 2930

By close of business 22 May 2017

All applications must be completed in full.