

VICE-CHANCELLOR'S AWARDS FOR EXCELLENCE PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the process for applying and administering CQUniversity's Vice-Chancellor's Awards for Excellence.

2 SCOPE

- 2.1 This procedure applies to all University employees.

3 PROCEDURE

- 3.1 The Vice-Chancellor's Awards for Excellence recognise and reward outstanding contributions to the University by employees.

- 3.2 The Vice-Chancellor's Awards for Excellence consist of:

- EXCEL Awards – recognises employees who have made a significant impact to the University through outstanding dedication, competence, exceptional performance, excellent service to internal and/or external stakeholders and ingenuity, and
- Values Award - recognises and celebrates employees who have gone above and beyond the level of work required to exemplify the University's values.

EXCEL award

Selection criteria

- 3.3 All employees of the University are eligible to be nominated for an EXCEL Award.

3.4 EXCEL Awards demonstrate outstanding contributions to any area of work, as identified by their supervisors and peers, that is relevant to the objectives and operations of the University. Employees that have consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission and values of the University, as outlined in the [Strategic Plan](#), as eligible.

3.5 Examples of such areas are listed below as a guide:

- consistently exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations
- responsibility for significant innovation or improvement in workplace practices, procedures or systems
- promoting a positive image of the University which is recognised by the wider community and/or results in tangible benefits to the University
- displays change-making abilities that aligns with the University's social innovation agenda
- has significantly improved customer service or has increased student satisfaction in their area
- outstanding achievements in personal professional development, creative work, cultural endeavour, or research activities, and/or
- successful inauguration of significant initiatives benefiting the University community.

Conditions of the awards

3.6 Awards are to be used in an appropriate way which will further the work and/or professional development of recipients. Examples include travel, funding to attend courses or conference, purchase of resources or equipment, job time release to enable developmental activity to be pursued or hiring of research assistance.

3.7 The integrity of the awards will be maintained by careful application of the eligibility criteria.

3.8 The Vice-Chancellor and President retains the right not to approve any or all of the available awards, should the quality or number of nominations be insufficient.

3.9 The Vice-Chancellor and President retains the right to award an alternate award in recognition of specific contributions by an employee. The grant for this alternate award will not exceed \$2,500. The conditions of an alternate award will be the same as the conditions for an EXCEL Award.

3.10 Grants are held by the Office of the Vice-Chancellor and President and are released after the award winner's supervisor has approved the plans or methods of expenditure. A condition of the Award is that the grant is used within one year of its presentation. Any extension on the 12 month period would require the approval of the appropriate supervisor.

3.11 EXCEL Awards are presented annually.

Award and funding

3.12 Each EXCEL Award consists of:

- a development grant of up to \$2,500 to be used to further professional development
- a citation of excellence and presentation to each individual winner or each member of a winning group, and
- publication in University corporate publications, such as CQUniNEWS. Recipients will be able to list the receipt of an award in their personal resumes.

Values award

Selection criteria

3.13 All employees of the University are eligible to be nominated for a Values Award.

3.14 The Values Awards are made for demonstrating behaviours, attitudes, actions or contributions that meet one or more of the University's Values.

3.15 Value Awards are presented quarterly.

3.16 Nominees must demonstrate one or more of the following:

- Engagement - demonstrates superior connection and collaboration with students, stakeholders, industry or community; addresses challenges faced in our regions; and/or leverages opportunities to develop strong, productive and mutually beneficial partnerships that influence positive outcomes for our customers or University.
- Can Do - produces an exceptional achievement, contribution or opportunity that provided a sustainable solution to a challenge; and/or demonstrated exceptional continuous improvement that enhanced our customer's experience.
- Openness - demonstrated exceptional problem solving and decision-making skills whilst operating with integrity; and/or built trust within a business relationship demonstrating fairness, quality and transparency that generated an exceptional outcome for the University.
- Leadership - demonstrated responsiveness, excellence and innovation in learning, teaching, research, supervision, or professional service, exhibiting courage and confidence that inspires others.
- Inclusiveness - embraces, supports and celebrates diversity, fostering inclusion and striving to improve access and participation; exceptionally demonstrates and promotes respect, honesty and unity that creates tangible change within the communities we serve.

Award and funding

3.17 A Values Award consists of:

- a citation of excellence and presentation to be made to each individual winner on a quarterly basis, and
- acknowledgement of the award to fellow employees either via email, StaffNet news article or other selected publication method. Recipients will be able to list the receipt of an award in their personal resumes.

Nomination procedure

3.18 Nominations will be called for by the Vice-Chancellor and President, and must be prepared on the [electronic nomination form](#).

3.19 Following the initial call by the Vice-Chancellor and President, nominations may be made continually throughout the year.

3.20 Nominations should remain confidential and the nominee should not be informed of the nomination.

3.21 Nominations for the EXCEL Award must be supported by two or more referees, one of which must be the nominee's supervisor.

3.22 Nominations must address the selection criteria outlined in this procedure. Where the performance can be directly linked with one of the University's strategic goals, this should be noted.

3.23 Nominations can be lodged by any employee, customer or self-nomination.

3.24 An individual can nominate more than one employee for an award.

3.25 All Values Award nominees will automatically be considered for the annual EXCEL Award.

Review of nominations

3.26 Nominations will be reviewed by a Selection Panel comprising:

- Director Office of the Vice-Chancellor and President (Chair) (or nominee)
- Vice-Presidents (or nominees)
- Director People and Culture (or nominee), and

- other individuals as required, including employees, customers or strategic partners, to be determined by the Vice-Chancellor and President.
- 3.27 Nominations will be judged on the basis of achievements and other evidence listed in the nomination form, supporting documentation and the Selection Panel's discussions.
- 3.28 Members of the Selection Panel will absent themselves from the decision-making process should employees from their own business area, they themselves or employees for whom the member is acting as a referee, be nominated for an Award. A member need only absent themselves from consideration of that specific nomination, not from the entire review process.
- 3.29 The Selection Panel has the right to discuss the nominations with referees or any other such persons it deems appropriate during the review of nominations process.
- 3.30 The Selection Panel will meet quarterly for the Values Award and annually for the EXCEL Award and will attempt to make their recommendations by consensus rather than by majority vote.
- 3.31 The number of award recipients is at the discretion of the Selection Panel.
- 3.32 The Selection Panel will forward its recommendations for Award recipients to the Vice-Chancellor and President who will make a final determination.

Notes for referees

- 3.33 In support of their nomination, referees should provide evidence to the Selection Panel that the nominees' contribution/s is/are outstanding and well beyond the normal call of duty.
- 3.34 Any publications, reports, and other materials seen as supporting the nomination can be forwarded along with the nomination form. Such documentation will normally be retained by the Selection Panel.
- 3.35 The Selection Panel may wish to clarify or confirm, with other persons deemed appropriate, any aspects of the nominations.

Presentation

- 3.36 The EXCEL Awards will normally be presented by the Vice-Chancellor and President at a ceremony or at another significant University event.
- 3.37 The Values Awards winners will be notified by the Vice-Chancellor and President's office and acknowledged across the organisation. A ceremony or event will not be held to present these quarterly acknowledgements.
- 3.38 The Vice-Chancellor and President will provide advice concerning the arrangements for the presentation of the Awards to recipients.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Office of the Vice-Chancellor and President is responsible for the publication of nomination forms; the design and production of the Award citation; and all publicity concerning the Awards.
- 4.2 The Director Office of the Vice-Chancellor and President Office is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.3 No additional reporting is required.

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Employee Recognition and Reward Policy](#)

[Vice-Chancellor's Awards for Excellence Nomination Form](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	Joint Consultative Committee
Administrator	Director Office of the Vice-Chancellor and President
Next Review Date	22/03/2025

Approval and Amendment History	Details
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Notes	This document was formerly known as the Vice-Chancellor's Award for Excellence to General Staff (last approved 22/03/2010), and the Vice-Chancellor's Awards for Excellence to Professional Staff (EXCEL Awards) Procedure (last approved 09/11/2020).