

ALUMNI AWARDS PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	Award categories	1
	Nomination procedures	2
	Notification of outcomes.....	3
4	RESPONSIBILITIES	3
	Compliance, monitoring and review.....	3
	Reporting.....	3
	Records management.....	3
5	DEFINITIONS	4
	Terms and definitions.....	4
6	RELATED LEGISLATION AND DOCUMENTS.....	4
7	FEEDBACK.....	4
8	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 This procedure outlines how CQUniversity will administer and manage the Alumni Awards.

2 SCOPE

- 2.1 This procedure applies to alumni of CQUniversity, including predecessor institutions and post-merger TAFE graduates (July 2014).

3 PROCEDURE

- 3.1 Alumni Awards recognise, acknowledge and celebrate alumni of CQUniversity for exceptional professional, academic or research achievement and contribution to the community at the local, state, national or international level.
- 3.2 The categories available for nomination in the annual Alumni Awards are:
- Outstanding Alumnus of the Year
 - Alumnus of the Year – Early Career Achievement
 - Alumnus of the Year – Industry Excellence, and
 - Alumnus of the Year – Social Impact.
- 3.3 Alumni are also eligible to receive Honorary Awards in accordance with the [Honorary and Distinguished Service Awards Policy and Procedure](#).

Award categories

Outstanding alumnus of the year award

- 3.4 This pre-eminent award recognises a graduate who has made an exceptional contribution to society and demonstrated the achievement of excellence in a professional context.

- 3.5 There will be one winner per annum.
- 3.6 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following selection criteria:
- evidence of outstanding contributions to society through contributions to public policy, volunteerism or activism, and
 - evidence of outstanding contribution to a profession or industry including visionary leadership, and a commitment to innovation and best practice at a local, national or international level.

Alumnus of the year – industry excellence award

- 3.7 This award recognises a graduate who has achieved to a high standard, or made an exceptional contribution in their industry or profession.
- 3.8 There will be one winner per annum.
- 3.9 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following selection criteria:
- evidence of outstanding contributions to a workplace, profession or industry, i.e. award-winning standard of work performance, participation in peer/advisory groups, undertaking entrepreneurial challenges, and/or driving new opportunities for their workplace or industry.

Alumnus of the year – early career achievement

- 3.10 This award recognises a graduate who has demonstrated significant achievement or exceptional contributions to a chosen field within five years of graduation from the University.
- 3.11 There will be one winner per annum.
- 3.12 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following selection criteria:
- evidence of significant career achievement, or positive impact on a field of endeavour or community cause within five years of graduation from the University.

Alumnus of the year – social impact award

- 3.13 This award recognises a graduate who:
- has made a demonstrated and sustained positive contribution to a community or population/group through their collaborative social innovation work within the profit, non-profit, community or public sectors, or
 - has demonstrated significant social impact to a community (local or international) or population/group and/or the University through volunteering.
- 3.14 There will be one winner per annum.
- 3.15 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following selection criteria:
- evidence of positive social impact through socially innovative work or volunteering and/or
 - outstanding contribution/exceptional service to their community or the University over and above their role in their chosen field of employment.

Nomination procedures

- 3.16 Awards are open to all domestic and international graduates of any [Australian Qualifications Framework](#) (AQF) level 1-10 vocational education and training (VET), undergraduate or postgraduate course from the University or its predecessor institutions, including post-merger TAFE graduates.

- 3.17 Alumni Awards can be nominated by University alumni, students, employees, or family, friends, employees, employers or colleagues of alumni.
- 3.18 Alumni may only be nominated in one category in any one calendar year.
- 3.19 Nominations must be submitted to the Director Strategic Engagement and include:
- completed [Alumni Award Nomination Form](#)
 - response to the selection criteria, and evidence to support the nomination (no more than three pages), and
 - two written references.
- 3.20 The Director Strategic Engagement will prepare nominations for consideration and decision by the Ceremonial and Honorary Awards Committee.
- 3.21 The Ceremonial and Honorary Awards Committee reserves the right to not approve the granting of the Awards.
- 3.22 Alumni Award winners will be decided by August each year, for announcement the following year.

Notification of outcomes

- 3.23 Approved recipients will be notified of the outcome of deliberations by the Alumni Relations and Advancement Services.
- 3.24 The results of the awards will be published in a range of University and general media channels.
- 3.25 Recognition of award winners:
- the graduation brochure will be updated annually to reflect the Awardees, who will feature in the brochure until replaced by new Awardees the following year
 - citation on the University's Alumni webpage
 - promotion in UniNews and other University generated media, and
 - University Alumni Awards Category Winner certificate with University crest.
- 3.26 Presentation of awards will occur at a University graduation ceremony or other suitable event.

Revocation of awards

- 3.27 To protect the good name of the University, the Ceremonial and Honorary Awards Committee, at the recommendation of the Vice-Chancellor and President, may revoke Alumni Awards if required.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Strategic Engagement and Deputy Director Alumni Relations and Advancement Services is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 The Deputy Director Alumni Relations and Advancement Services will undertake reporting, as required.

Records management

- 4.3 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.

- 4.4 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](#).

Terms and definitions

Alumni/alumnus: graduates of any AQF level 1–10 VET, undergraduate and/or postgraduate course offered by CQUniversity or its predecessor institutions.

6 RELATED LEGISLATION AND DOCUMENTS

[Alumni Awards 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	Ceremonial and Honorary Awards Committee
Administrator	Director Strategic Engagement
Next Review Date	12/03/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 05/02/2013
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	This document consolidated and replaced the Alumni Awards Procedure and Alumni Awards Entry Guidelines (approved 07/02/2018).