CQUniversity Awards for Outstanding Researchers Procedure

Reference Number/Code: 1844
Effective Date: 23/06/2017

1 PURPOSE

1.1 The CQUniversity Awards for Outstanding Researchers are intended to recognise outstanding researchers who have made a significant contribution to enhancing and supporting research activities at CQUniversity. The Awards are intended to reward the achievement of research outcomes by researchers and to recognise the important role research leadership plays in the research culture at CQUniversity. Deans’ Awards for Outstanding Researchers (hereafter Deans’ Award) will be considered and determined annually by each School. Recipients of Deans’ Awards will be eligible for consideration to receive the Vice-Chancellors’ Award for Outstanding Researchers (hereafter VC Award).

2 SCOPE

2.1 Nominations for these awards may be made by any staff member(s) employed by CQUniversity (academic or TAFE teachers/tutors), and must be formulated based on the information set out in this document.

3 PROCEDURE

Eligibility

3.1 The Deans’ Awards and Vice Chancellors’ Awards (hereafter collectively ‘Awards’) are intended to recognise outstanding performance by academic staff members. All academic members of staff (based on any CQUniversity Campus) who have completed postgraduate research training are eligible for nomination, excluding Engaged Research Chairs. Researchers who have been appointed as Engaged Research Chairs are not eligible to apply as their appointment is recognition of Excellence in Research. Researchers not within the Tertiary Education Division may apply for Deans’ Awards with the School their research most closely aligns with, or they may submit nominations directly to the VC Awards.

3.2 In some circumstances, it may be appropriate for a number of people to make a joint application where a particular research activity has been the result of joint work.
3.3 The research activities considered for these Awards should be easily recognisable as research outputs, for example, a suite of publications, securing external and nationally competitive grant income, registering a patent, supervising candidates to completion, contributing significantly to a high profile project or other means of enhancing CQUniversity’s profile, or a combination of those achievements.

3.4 There are three levels of Awards available:

- **Early Career Research Award**
  To be eligible for this Award the applicant(s) must be within the first five years of academic or other research related employment, allowing for uninterrupted and stable research development following completion of postgraduate research training. To be considered competitive for this Award a nomination would be expected to demonstrate that the applicant has taken a leadership role in establishing research relationships with external stakeholders and within research teams, bringing together researchers from other national universities.

- **Mid-Career Research Award**
  To be eligible for this Award the applicant(s) must have between five and 10 years research experience since the award of their PhD (or equivalent research qualification). To be considered competitive for this Award a nomination would be expected to demonstrate that the applicant is recognised nationally as being influential in expanding the knowledge of their discipline area; and have made significant and original contributions to research, which have had a significant impact on their field of expertise.

- **Excellence in Research Award**
  To be eligible for this Award the applicant(s) must have not less than 10 years research experience since the award of their PhD (or equivalent research qualification). To be considered competitive for this Award a nomination would be expected to demonstrate that the applicant(s) is recognized internationally as being influential in expanding the knowledge of their discipline area; have made independent and original contributions to research, which have a significant impact on their field of expertise; and lead and foster excellence in research, including research training and supervision.

3.5 VC Award recipients will not be eligible to apply again for the category in which they win an Award. Recipients of an Early Career Research Award and Mid-Career Research Award would be eligible to apply for the next level of Award. Excellence in Research Award recipients would not be eligible to apply again for five years. School Award recipients who are not successful with a VC Award would be eligible to apply once more in that category if they meet other eligibility requirements.

**Process for Consideration**

3.6 Nominations for the Deans’ Awards shall be called in May from the Research Committee. The recipients of Dean’s awards will be further considered in September for the VC awards.

3.7 Nominations for the Deans’ Awards can be made by:

- Any member of CQUniversity academic staff; and
- Self-nomination.

3.8 Nominations must be submitted to the relevant Schools by the published due date. There may be some variation to School submission dates to enable Schools to present awards at their School Research Symposium or other recognition event.

3.9 The recipients of Deans’ awards will be endorsed by the relevant Dean, Director or other appropriate line manager and forwarded to the Research Committee for consideration of the VC awards. There may be more than one endorsement for each category, but no more than three in any one category. Deans’ Award recipients may have the opportunity to update their submissions prior to submission for the VC awards.

3.10 Completed nomination forms shall be submitted electronically by the nominators by the due date with portfolios submitted electronically by the nominated individual to the Deputy Dean Research of the relevant School.

3.11 Submissions by Deans’ Award recipients are to be submitted to the Chair of the Research Committee via the Committee Secretary.
3.12 All nominees should prepare a submission consisting of a ‘CQUUniversity Award for Outstanding Researchers Application Form’ and a portfolio including:

a) Submission (maximum ten pages)

• a summary statement describing the outstanding nature of the portfolio of evidence that has been presented for consideration for this Award (maximum 150 words);
• a statement describing the research undertaken within the discipline, and/or within the community and its significance. The statement should be structured such that it clearly demonstrates the competitiveness of the nomination (see aspects outlined above in paragraph 3.4). Claims for outstanding performance should be supported by reference to the Evidence included; and
• a list of relevant or significant publications (list no more than 10 publications with the majority from the last five years including a statement of no more than 30 words for each publication describing why they are significant in establishing the researcher/research).
• Evidence/Support Examples of evidence relevance to the nomination may include, but not be limited to:
  o evidence of the national and/or international impact of the research, including citation reports, reviews, demonstrable application, testimonials or any commendations received;
  o evidence of external research grant monies received over the last five years and the grant profile (e.g. category 1/2/3/4);
  o evidence of capacity in building collaborations across the university, with industry and community stakeholders and/or across research institutions and/or with other disciplines;
  o any laudatory correspondence arising out of the research or publication;
  o evidence of research leadership (such as building high quality research capacity and diverse teams (including postgraduates and early career researchers);
  o effective supervision of Research Higher Degree students.
• Nominees for Mid-Career Research Award and the Excellence in Research Award should also include the following in their portfolio:
  o evidence of discipline-based recognition and service (e.g. editorial duties, chairing of conferences, contribution to strategic research directions within Centres Institutes / University, advisory board duties, office on a professional body, review panels (ARC, NHMRC), learned society membership; and
  o evidence of innovation through the transfer of technology, patents, or commercialisation of research outcomes.

b) Curriculum Vitae (maximum 10 pages per curriculum vitae)

• curriculum vitae for each Nominee included in this Nomination

3.13 For Deans’ Awards the Deputy-Dean (Research) of the School shall convene a Committee (by volunteer or nomination), which shall include, at the minimum: three representatives from across the levels of research experience and/or across the school discipline areas, as well as a scholar external to the school. For Vice-Chancellor Awards, the Deputy Vice-Chancellor (Research) shall convene a Committee (by volunteer or nomination), which shall include, at the minimum:

• One representative each from the Schools; and
• The previous year’s recipient of the VCs’ Excellence in Research Award to consider the nominations for the Award, chaired by the Deputy Vice-Chancellor (Research).

3.14 Each Committee will assess all nominations (and accompanying portfolios of work) on the total evidence provided for the nomination criteria. The criteria are:

• Excellence in research activity (including grants, patents, etc.), collaboration
• Excellence in publications and impact
• Excellence in capacity building and Research Higher Degree supervision
• Excellence in research engagement and service (including industry and community engagement, service on committees, editorial boards, etc.)

For Mid-Career and Excellence in research, also:
• Research leadership
• Evidence of innovation, impact on the field of expertise (national and international)

3.15 The School Committees will make any recommendations for Awards to the Dean of that School.

3.16 The VC Award Committee will make any recommendations for each Award to the Vice-Chancellor and President through the Deputy Vice-Chancellor (Research) in October to enable the awards to be presented at the Staff Awards.

3.17 Each Committee reserves the right not to make a recommendation for each Award in any year. In exceptional circumstances, the Committees also reserves the right to recommend more than one Award in each category in any year.

3.18 The VC Award Committee shall provide details of the winners of each award category to the Staff Awards convener (Events Officer, Student Experience & Governance Division) by 31 October each year, to ensure inclusion in the Staff Awards ceremony.

Presentation

3.19 Deans’ Awards will be announced and presented at an appropriate event to be determined by the School.

3.20 The VC Awards will be presented at the Staff Awards and notification of the Awards to the recipients will be announced by the Deputy Vice-Chancellor (Research).

3.21 The holder(s) of the VC Awards will be expected to give a presentation to staff in the year following the Award on the research undertaken at a venue determined by the Deputy Vice-Chancellor (Research). Deans’ Award recipients should also give a presentation at a School or University research event.


3.23 Each Deans’ Award recipient will receive a financial reward of $2000, and each VC Award recipient will receive a financial award of $5000 as a contribution to travel or research, together with an appropriate certificate or memento of the Award. In the event of a team nomination, the award value will be shared across the team members.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 The Deputy Deans’ Research, Deans and the Deputy Vice-Chancellor (Research) are responsible for ensuring adherence to these procedures.

Reporting

4.2 The Deputy Vice Chancellor (Research) is responsible for the information on the Awards and recipients to appear in the Research Division Annual Research Report.

Records management

4.3 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

5 DEFINITIONS

5.1 Terms not defined in this document may be in the University glossary.
Terms and definitions

**Early Career:** nominees must be within the first five years of academic or other research related employment, allowing for uninterrupted and stable research development following completion of postgraduate research training.

**Mid-Career:** nominees must have between five and 10 years research experience since the award of their PhD (or equivalent research qualification).

**Excellence in Research:** nominees must have not less than 10 years research experience since the award of their PhD (or equivalent research qualification).

6 RELATED LEGISLATION AND DOCUMENTS

CQUniversity Award for Outstanding Researchers Application Form

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au

8 APPROVAL AND REVIEW DETAILS

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Notes

This document replaces the existing Vice-Chancellor’s Award for Outstanding Researchers Procedure.