

ALUMNI AWARDS PROCEDURE

CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	Award categories	1
	Outstanding alumnus of the year award	2
	Alumnus of the year – industry excellence award	2
	Alumnus of the year – early career achievement	2
	Alumnus of the year – social impact award	2
	Nomination procedures	3
	Notification of outcomes.....	3
	Ongoing monitoring.....	3
4	RESPONSIBILITIES	4
	Compliance, monitoring and review.....	4
	Reporting.....	4
	Records management.....	4
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 The purpose of these awards is to advance the reputation of the University and recognise, acknowledge and celebrate alumni of CQUniversity and its predecessor institutions, including post-merger TAFE graduates, for exceptional professional, academic or research achievement and contribution to the community at the local, state, national or international level.

2 SCOPE

- 2.1 These procedures apply to all CQUniversity employees and alumni of CQUniversity and its predecessor institutions, including post-merger TAFE graduates (July 2014).

3 PROCEDURE

Award categories

- 3.1 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.

- 3.2 Alumni are also eligible to receive Honorary Awards in accordance with the [Honorary Awards Policy and Procedure](#). Honorary awards are reserved for alumni whose achievements and reputation is considered distinguished – ‘made conspicuous by excellence, noted, eminent or famous’ ([Dictionary.com](#)).

Outstanding alumnus of the year award

- 3.3 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.
- 3.4 There will be one winner per annum.

Selection criteria

- 3.5 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following 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

- 3.6 This award recognises a graduate who has achieved to a high standard, or made an exceptional contribution in their industry or profession.
- 3.7 There will be one winner per annum.

Selection criteria

- 3.8 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following 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

- 3.9 This award recognises a graduate who has demonstrated significant achievement or exceptional contributions to a chosen field within five years of graduation from CQUniversity.
- 3.10 There will be one winner per annum.

Selection criteria

- 3.11 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following criteria:
- evidence of significant career achievement, or positive impact on a field of endeavour or community cause within five years of graduation from CQUniversity.

Alumnus of the year – social impact award

- 3.12 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.

3.13 There will be one winner per annum.

Selection criteria

3.14 The Ceremonial and Honorary Awards Committee will evaluate nominations according to the following criteria:

- evidence of positive social impact through socially innovative work or volunteering and/or
- outstanding contribution/exceptional service to their community or CQUniversity over and above their role in their chosen field of employment.

Nomination procedures

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

3.16 Nominations can be recommended to the Director, Development and Alumni Relations by CQUniversity alumni, students, employees, or family, friends, employees, employers or colleagues of CQUniversity alumni.

3.17 Alumni may only be nominated in one category in any one calendar year.

3.18 Entries will comprise of no more than three pages to respond to the selection criteria and evidence in support of the nomination, and two written references.

3.19 To nominate for an Alumni Award, complete the [Alumni Award/Honorary Award/Guest Speaker/Naming/Emeritus Staff/Laureate Professor Nomination Form](#) and submit to the Director, Development and Alumni Relations. The Director, Development and Alumni Relations will prepare nominations for consideration and decision by the Ceremonial and Honorary Awards Committee.

3.20 The Ceremonial and Honorary Awards Committee reserves the right to not approve the granting of the Awards.

3.21 Alumni Award winners will be decided by August each year, for announcement the following year.

Notification of outcomes

3.22 All approved recipients will be notified of the outcome of deliberations by the Development and Alumni Relations Directorate.

3.23 The results of the awards will be published in a range of CQUniversity and general media channels.

3.24 Recognition of award winners:

- the CQUniversity 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 CQUniversity's Alumni webpage
- promotion in UniNews and other CQUniversity generated media, and
- CQUniversity Alumni Awards Category Winner certificate with University crest.

3.25 Presentation of awards will occur at a domestic or international University graduation ceremony or other suitable event.

Ongoing monitoring

3.26 To protect the good name of the University, at the recommendation of the Vice-Chancellor and President, the University may revoke awards if circumstances change.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Alumni Relations Manager is responsible for administering the awards procedures.

Reporting

- 4.2 The Alumni Relations Manager will undertake reporting, as required.

Records management

- 4.3 Staff must maintain all records relevant to administering this 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

Alumni/Alumnus: include graduates of any [AQF](#) level 1 – 10 VET course (post-merger in July 2014) and/or any undergraduate or postgraduate program offered by CQUniversity or its predecessor institutions.

6 RELATED LEGISLATION AND DOCUMENTS

[Alumni Award/Honorary Award/Guest Speaker/Naming/Emeritus Staff/Laureate Professor Nomination 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

Approval and Review	Details
Approval Authority	Vice-Chancellor and President (or delegate)
Advisory Committee to Approval Authority	Ceremonial and Honorary Awards Committee
Administrator	Director, Development and Alumni Relations
Next Review Date	26/07/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 05/02/2013
Amendment Authority and Date	Vice-Chancellor and President 08/07/2014; Vice-Chancellor and President 09/09/2015; Vice-Chancellor and President 11/11/2015; Ceremonial and Honorary Awards Committee 26/07/2017; Administrator Approved – Director, Development and Alumni Relations 7/02/2018.
	This document consolidates and replaces the Alumni Awards Procedure and Alumni Awards Entry Guidelines.