

VICE-CHANCELLOR'S AWARDS FOR EXCELLENCE TO PROFESSIONAL STAFF (EXCEL AWARDS) PROCEDURE



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1 PURPOSE

- 1.1 The Vice-Chancellor's Awards for Excellence to Professional Staff (known as the EXCEL Awards) are designed to recognise and reward outstanding contributions to the CQUniversity by professional staff. All professional staff are eligible to be nominated, either as individuals or as members of a group.
- 1.2 This procedure outlines the process, including eligibility requirements, for applying and managing the EXCEL Awards.

2 SCOPE

- 2.1 This procedure applies to all professional CQUniversity staff.

3 PROCEDURE

EXCEL award

- 3.1 Each EXCEL Award consists of:
 - a development grant of up to \$2500 to be used to further professional development
 - a citation of excellence and presentation to be made to each individual winner or each member of a winning group, and
 - publication in CQUniversity corporate publications, such as CQUniNEWS; recipients will be able to list the receipt of an award in their personal resumes.

Conditions of the awards

- 3.2 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.
- 3.3 The integrity of the awards will be maintained by careful application of the eligibility criteria.
- 3.4 The Vice-Chancellor and President retains the right not to approve the granting of any or all of the available awards should the quality or number of nominations be insufficient. The Vice-Chancellor and President retains the right to award an alternate award in recognition of specific contributions by a professional staff member/s. The grant for this alternate award will not exceed \$2500. The conditions of an alternate award will be the same as the conditions for an EXCEL Award.
- 3.5 Grants are held by the Vice-Chancellor and President Division 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.

Selection criteria

- 3.6 All professional staff of the University, including fixed term and casual staff are eligible to be nominated for an EXCEL Award.
- 3.7 In all cases, the EXCEL Awards are made for demonstrated outstanding contributions to any area or areas of work, as identified by their supervisors and peers, that is relevant to the objectives and operations of the University. Staff that have consistently excelled in their positions and demonstrated integrity and a strong commitment to the mission and values of CQUniversity, as outlined in the [Strategic Plan](#), as eligible.
- 3.8 EXCEL Award recipients will have made a significant impact of the University through outstanding dedication, competence, exceptional performance, excellent service to internal and/or external stakeholders and ingenuity.
- 3.9 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.

Nomination procedure

- 3.10 Nominations will be called for by the Vice-Chancellor and President and must be prepared on the standard nomination form.
- 3.11 Nominations should remain confidential and the nominee should not be informed of the nomination.
- 3.12 Nominations should be supported by two or more referees, one of which must be the nominee's supervisor.
- 3.13 Nominations must address the selection criteria outlined above. Where the performance can be directly linked with one of the University's strategic goals, this should be noted.

- 3.14 Nominations should be no more than four A4 pages in length.
- 3.15 Completed nomination forms should be returned by the closing date to the Director, Vice-Chancellor and President Office and Development.

Review of nominations

- 3.16 Nominations will be reviewed by a Selection Panel comprising:
- Director, Vice-Chancellor and President Office and Development (Chair) (or nominee)
 - Pro Vice-Chancellor (Vocational Education and Training Operations and Growth) (or nominee)
 - Deputy Vice-Chancellor (Student Experience and Governance) (or nominee)
 - Director, People and Culture (or nominee), and
 - other members as required, to be determined by the Vice-Chancellor and President.
- 3.17 Members of the Selection Panel will absent themselves from the decision-making process should staff from their own unit, they themselves or staff for whom the member is acting as a referee, be nominated for an Award. A member need only absent herself or himself from consideration of that specific nomination, not from the entire review process.
- 3.18 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.
- 3.19 The Selection Panel will forward its recommendations for Award recipients to the Vice-Chancellor and President who will make a final determination regarding recipients of the Award.

Notes for referees

- 3.20 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.
- 3.21 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.
- 3.22 Referees should note that the EXCEL Selection Panel may wish to clarify or confirm, with other persons deemed appropriate, any aspects of the nominations.

Presentation

- 3.23 The EXCEL Awards will normally be presented by the Vice-Chancellor and President at a ceremony or at another significant University event.
- 3.24 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 Vice-Chancellor and President's Office will have responsibility for the publication of nomination forms; the design and production of the Award citation; and all publicity concerning the Awards.
- 4.2 The Director, Vice-Chancellor and President Office and Development is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.3 No additional reporting is required.

Records management

- 4.4 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](#).

6 FEEDBACK

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

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, Vice-Chancellor and President's Office and Development
Next Review Date	30/08/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor's Advisory Committee 08/1991
Amendment Authority and Date	General Staffing Committee 30/01/1996; Vice-Chancellor's Committee 13/04/1996; General Staffing Committee 25/03/2003; Vice-Chancellor and President 19/07/2007; Vice-Chancellor and President 2/10/2008; Executive Director (Corporate Services) 20/10/2009; Vice-Chancellor and President 22/03/2010; University Secretary 23/09/2010; University Secretary 6/10/2011; University Secretary 15/08/2012; University Secretary 12/08/2013; Deputy Vice-Chancellor (Student Experience and Governance) 14/09/2014; Director Vice-Chancellor Office 16/09/2014; Director Vice-Chancellor's Office 22/07/2015; Reviewed and Administrative Amendments – Vice-Chancellor 26/07/2017; Administrator Approved – Director, Vice-Chancellor and President Office and Development 30/08/2018.
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