

# Awards for Excellence Guidelines

*Recognising Excellence across the University*



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## Purpose

These Awards recognise outstanding contributions by staff who demonstrate excellence in activities that are aligned to the University's Strategic Intent and/or the University Plan and Reconciliation Action Plan.

Through its Awards for Excellence, the University acknowledges the need to recognise contributions where staff have shown an *exceptional level of performance*. That is, "the staff member has met all objectives and exceeded key performance indicator requirements and shows strengths in all areas of professional competence at current level of classification" (Productivity and Rewards Program Policy, Definitions).

## Eligibility

Awards are available to all continuing and fixed term Academic, Professional and Technical staff, in positions below the level of Dean or Director.

Staff are encouraged to self-nominate for an award in one or more of the categories below.

## Categories

### Award for Excellence in Leadership

*Leadership is defined as:*

**Internal leadership**, inclusive of:

- *strategic leadership* - setting direction within the University;
- *intellectual leadership* - creation of new directions and the construction of leading ideas
- *innovative leadership* - creation of novel concepts along with courageous risk-taking;
- *resource leadership* - effective building and management of the University's infrastructure, people and other resources; and
- *sustainable leadership* - long-term achievement and succession management.

**External leadership**, the forming of mutually beneficial partnerships with society outside the University, inclusive of:

- local communities;
- national collaborations;
- international collaborations and partnerships with relevant government, industry, professional and other relevant bodies including generation of external income.

### **Criteria**

- The communicated aims of the project, event or process involved.
- The specific change in direction or process that was to be achieved, success in bringing all those involved along with the direction set, and the specific barriers or difficulties to be overcome by strong leadership.
- A chronological account of steps and planning leading to the leadership success achieved.
- The long-term and immediate outcomes achieved.
- Success in developing teams and success in leading those teams to achieve the result required.
- Testimonials from inside and/or outside James Cook University, which can verify the applicant's role as the leader of the sustained project or process change.

## Award for Excellence in Research

Research comprises creative work undertaken on a systematic basis in order to increase knowledge, including knowledge of man, culture and society, and the use of this of knowledge to devise new applications. It is used to:

- establish or confirm facts;
- reaffirm the results of previous work;
- solve new or existing problems;
- support theorems; or
- develop new theories.

A research project may also be an expansion on past work in the field.

### *Criteria*

- Evidence that the outcomes of the research have made an important contribution to the University's strategic objectives.
- The enduring impacts or changes achieved as a result of the research.
- The external recognition achieved by research, including awards or similar achieved.
- The number and excellence of relevant HDR completions.

The application should be supported by:

- Quantitative measures of research impact e.g. citations.
- Testimonials from relevant senior researchers and research users sent directly to the judging panel.

## Award for Excellence in Innovation & Change

Innovation is the application of solutions that better meet new requirements, unarticulated needs, or existing market needs. This is accomplished through more effective products, processes, services, technologies, or ideas.

### *Criteria*

- What were the major outcomes, gains and quantifiable benefits?
- What enduring impacts or changes were achieved?
- Can this innovation be applied elsewhere?
- Do you have specific examples of how stakeholders (management, staff, students, end-users, externals) have benefitted from or responded to this innovation?
- Has this innovation received other awards or similar recognition?

## Award for Excellence in Community Engagement

Community Engagement is defined as any project which sets out to:

- Engage with a community of interests outside the Tertiary Institution (examples include any of the three levels of Government, Commerce and Industry, Community Groups, Alumni, Prospective Students).
- Engagement with a community of interests within the Tertiary Institution (examples include students, parents of students, staff, learned societies, Australian Aboriginal and Torres Strait Islander community).
- Engage in a two-way interaction which brings benefits to the community as well as the University.

### **Criteria**

- Outline of the aims of the project.
- The Methodology of the project.
- A historical account of the development of the project.
- How the project was assessed.
- Testimonials from people outside the Tertiary Institution, or inside if the project was inwardly focused.
- What were the major project outcomes, gains and quantifiable benefits?
- What enduring impacts or changes were achieved?
- Has this project received other awards or similar recognition?

### **Award for Excellence in Client Service**

A submission should set out the grounds proposed for considering it within the overall purpose and scope of the Award. For example, grounds proposed might include:

- Context of the work, and the set of clients that benefits;
- Solution to a widely recognised problem in the field; or
- Improved client service.

### **Criteria**

- What were the major outcomes, gains and quantifiable benefits of the project initiative?
- What enduring impacts or changes were achieved?  
What recognition was achieved by the project/initiative? Refer to any awards or similar recognition which was achieved.

### **Award for Excellence in Reconciliation**

Reconciliation is:

- an honest and critical understanding of Australia's shared history and how it has informed the lives of Australian Aboriginal and Torres Strait Islander peoples and other Australians today.
- other Australians and Aboriginal and Torres Strait Islander peoples building and preserving mutual, positive, and respectful relationships, so to share a sense of fairness and justice as a foundation for success and to enhance our national wellbeing.
- **Criteria**

Consistent with JCU's Reconciliation Statement, a nomination for this award should demonstrate a major contribution to the achievement of Reconciliation by demonstrating benefits to JCU through one or more of:

- **Building stronger relationships**  
Creating a university environment where Australian Aboriginal and Torres Strait Islander peoples and members of the wider campus community, work, study and live together with mutual respect and understanding. Central to this is fostering an environment where all students and staff feel safe and valued, regardless of their background.
- **Respect**  
Incorporating Australian Aboriginal and Torres Strait Islander art and cultures into our physical structures and spaces at JCU. Integrating Australian Aboriginal and Torres Strait Islander cultural knowledge, relationship to land and sea, histories, perspectives and experiences.
- **Opportunity**  
Contributing to the efforts to strengthen study, employment and economic opportunities for Australian Aboriginal and Torres Strait Islander peoples.

## Award for Excellence in Cross-Unit Collaboration

Cross-unit collaboration is an approach to working which reflects and leverages, the diverse capabilities and talents of different work groups within JCU. Cross-unit collaboration is important in ensuring knowledge and information is effectively shared and communicated, within relevant contexts for all participants.

### Criteria

- What were the aims of the project or initiative and how did cross-unit collaboration benefit the process, participants and the outcomes?
- How did the project team manage the cross-unit collaboration aspects of this project, including stakeholder engagement and needs identification?
- How have the learning experiences of the participants, about cross-unit collaboration techniques, be shared, reviewed or evaluated for use in future projects?

### Nomination Procedures

- The HR Directorate will announce the opening and closing date for nominations in the current year
- Deans and Directors to determine and communicate the date by nominations from within their college/directorate must be supplied to their office for adequate consideration prior to the awards closing date
- Managers to promote the awards and call for nominations from within their work groups when nominations are opened
- All nominations must be documented using the JCU Awards for Excellence Nomination Form
- Nominator/s or nominee/s to complete nomination form and submit the nomination to their manager (Head of Discipline, Team Leader, College Manager, etc)
- Manager to select maximum of three nominations from their work group and submit to Dean/Director for endorsement/rejection, and explain to unsuccessful nominees, the reason the nomination is not being put forward for Dean/Director's consideration. This discussion should occur in person or by phone, not through email.
- Dean/Director can approve a maximum of 10 nominations across their college/directorate
- There is no requirement for DVC to approve nominations
- After the Dean/Director has approved the nomination it must be submitted using the Awards for Excellence button in HR Service Now, attaching the form and any supporting documentation if relevant
- Dean/Director to explain to unsuccessful nominees, the reason the nomination is not being put forward to the assessment panel. This discussion should occur in person or by phone, not through email.
- The Awards for Excellence button in HR Service Now will be available when nominations open and will be removed on the closing date
- Following submission as above, all nominations will be submitted to the Assessment Panel

### Nomination deadline

- Late nominations will not be accepted
- Nominations which miss the closing date will be automatically included with nominations in the following year
- Nominations should be submitted through HR Service Now as they are processed by College/Directorate and not left until the closing date
- One nomination per HR Service Now job – do not submit multiple nominations in one job
- Directorates/Colleges with nominations that miss the closing deadline are responsible for communicating this status to the nominee and their manager.

## Assessment Panels

One assessment panel will be formed to assess nominations across all seven categories. Assessment panel will comprise up of five members, comprising a combination of:

- At least one member of the Vice-Chancellor's Advisory Committee (Assessment Panel Chair);
- At least one Deputy Vice Chancellor
- At least one Head of an Academic Unit
- At least one Head of a Services Unit

The Assessment Panel is responsible to assess nominations and to make the following recommendations to the Vice Chancellor:

- The number of awards to be granted per category; and
- The recipients of the awards.

Members of the Assessment Panel may not directly nominate staff for an award. Members must declare any potential conflicts of interest to the chair of the panel at the earliest possible time.

## Recognition

Recipients will be recognised by:

- A certificate detailing the specific reasons for the award;
- Individual award payments of \$5,000 each; or
- Team awards of \$15,000 per team.

The award money may be paid as a one-off non-superannuable salary payment or may be directed to a University College fund to be used at the recipient's discretion for work-related purposes (e.g. equipment purchases or to offset costs of participation in conferences, seminars or training courses). Relevant taxation will apply to any salary payment.

Any equipment purchased by the University with award monies remains the property of the University and should conform to appropriate expenditure of University funds.

Where team awards are made, award money will be divided evenly between team members.

Award recipients whom are no longer employed by the University at the time of the announcement of Awards will be issued an Award Certificate but will not be entitled to award money.

Successful nominees are encouraged to apply for external awards which align with JCU's categories and criteria for the Awards for Excellence.

Both successful and unsuccessful nominees, and their manager will be formally invited to attend the presentation of the awards ceremony by their manager.

Successful nominations are listed on the relevant staff webpage, with a short summary of their work which is the subject of the nomination.

## Timeframes

Awards for Excellence nominations will be offered once per year, by the Vice Chancellor's Office.

## Supporting Documentation

Please refer to the [Awards for Excellence](#) web page for further information and supporting documents.

## Administration

### Approval Details

Policy Sponsor and approver of guidelines	Deputy Vice Chancellor, Services and Resources
Date for next review	[The review should be scheduled 3 years from the approval date or sooner if required.]

### Revision History

*[Approval date - the date the Policy Sponsor approved the establishment, minor or major amendment or disestablishment]*

*[Implementation Date - the date the procedure was published in the Policy Library and is the date the procedure takes effect]*

Version	Approval date	Implementation date	Details	Author
17-2	20/07/2017	31/07/2017	Minor amendments to provide more information about nomination process	Head, Organisational Development and Learning-Human Resources
17-1	07/07/2017	19/07/2017	Amendments to reflect new nomination and assessment processes as approved by VCAC and VC	Head, Organisational Development and Learning-Human Resources
16-1 (3.0)				Head, Organisational Development and Learning – Human Resources
2.0	25/08/2015	26/08/2015	Minor amendments: addition of Reconciliation Category; 'Awards Committee' amended to: 'Assessment Panels' and additional information to explain there will be different panels for each award; 'Faculty funds' changed to: 'college funds'.	Head, Organisational Development and Learning – Human Resources



1.0		20/08/2015	ATSI Cultural Compentancy Amendments. Approved by Senior Deputy Vice Chancellor	<Name and role of procedure author>
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