

Vice Chancellor's Awards for Excellence in Professional and Support Staff Service

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Description	This statement describes the University's annual recognition and reward program for excellence in professional and support staff service.

Related documents

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[\[Introduction\]](#) [\[Eligibility and Award Categories\]](#) [\[Nomination Process\]](#) [\[Selection Panel\]](#) [\[Use of Awards\]](#) [\[Celebrating Award Recipients\]](#)

1. INTRODUCTION

The annual Vice Chancellor's Awards for Excellence in Professional and Support Staff Service has been established to recognise the significant contributions of professional and support staff, either individually or as part of team, who demonstrate excellent achievement aligned to the University's vision, values and strategic goals.

2. ELIGIBILITY AND AWARD CATEGORIES

All professional and support staff members are eligible to be nominated in at least one category.

Awards are available in the following categories:

Award Category	Staff Category	Value
A Remarkable Contribution	All	\$6000.00 and Vice Chancellor's Medal
Excellence in Client Partnership	1. HEW 1-5 2. HEW 6-10	1. \$4000.00 2. \$4000.00
Excellence in Enhancing Research	All	\$4000.00 individual \$8000.00 team
Excellence in Enhancing Teaching	All	\$4000.00 individual \$8000.00 team

Excellence in Enhancing the Student Experience	All	\$4000.00 individual \$8000.00 team
Excellence in Community Engagement and Service	All	\$4000.00 individual \$8000.00 team
Excellence in Equity, Diversity and Inclusion	All	\$4000.00 individual \$8000.00 team
Excellence in Innovation	All	\$4000.00
Excellence in Leadership	All	\$4000.00

A recipient of an award for excellence is normally only eligible for re-nomination after three (3) years and on the basis of new supporting evidence relating to the period since the previous award.

3. NOMINATION PROCESS

All staff and students are encouraged to recognise excellent work by a staff member by nominating them for one of the categories of awards. Staff are unable to nominate themselves.

A call for nominations will be made to the university community (staff and students) by the Vice Chancellor each year and will advise of the process to be followed to submit a nomination form, together with supporting evidence, by the due date.

Late nominations are unable to be accepted.

4. SELECTION PANEL

A Selection Panel will be responsible for making recommendations to the Vice Chancellor based on nominations and evidence presented. The Vice Chancellor's decision is final.

The Selection Panel is chaired by the Vice President (Corporate Services) and includes the Pro Vice Chancellor and a Group PVC appointed by the Vice Chancellor. The Panel may seek additional information from the nominators or from the nominee's head of element.

5. USE OF THE AWARDS

Staff may choose for the award money to be paid as personal remuneration by one off salary payment (relevant taxation applies) or one off superannuation contribution (relevant taxation applies). Alternatively, at the recipient's discretion, the award may be used for work related purposes. Award money must be expended or taken as salary within two (2) years of the award.

At the time of the announcement of the awards, any staff member who is no longer working at the University, will be recognised for their achievement but will not be entitled to a financial reward.

6. CELEBRATING AWARD RECIPIENTS

The Vice Chancellor will announce the award recipients to the university community and present the awards at an annual ceremony that publically celebrates the significant achievements of professional

and support staff.
