The University of Queensland

AWARDS FOR EXCELLENCE GUIDE 2017

www.hr.uq.edu.au/recognition
At The University of Queensland we take pride in our reputation for excellence in higher education, with a tradition of outstanding graduates and high-quality research. Our impressive progress has been possible through the passionate commitment, outstanding quality and hard work of our staff.

MESSAGE FROM THE VICE-CHANCELLOR

The UQ Awards for Excellence provide an opportunity for us to publicly acknowledge and celebrate the achievements and successes of our colleagues which reflect and support our Values. The Awards recognise those teams and individuals who are making significant and outstanding achievements to enhance leadership, service, innovation, equity and diversity, wellness and safety of our students, staff and the wider community. These Awards acknowledge staff accomplishments and leadership behaviour across all levels of the organisation, regardless of position. By recognising our colleagues, we are making a statement about the culture we value and aspire to achieve at UQ.

The Awards are open to all UQ staff and I encourage you to nominate individuals and teams who continue to exceed the requirements of their roles and achieve a meaningful and lasting impact at UQ.

Professor Peter Høj
Vice-Chancellor and President

THE AWARD CATEGORIES FOR 2017 ARE:

UQ Awards for Excellence in:
- Leadership
- Service
- Innovation
- Equity & Diversity
- Wellness & Safety

Key Dates 2016:
Nominations Open: 06 February 2017
Nominations Close: 03 March 2017
Award Ceremony: 07 June 2017
NOMINATION PROCESS

Who is eligible to nominate or be nominated?

All University of Queensland (UQ) employees are eligible to be nominated. This includes professional and academic staff (continuing, fixed-term and casual) employed at UQ.

An individual or team may be nominated by a staff member (nominator) for a UQ Award for Excellence. Please note that we are unable to accept self-nominations.

Eligibility Criteria

An award may be granted to an individual or a team. Team nominations would not normally exceed 10 members, unless exceptional circumstances apply. Please liaise with the UQ Awards for Excellence Project Officer to discuss exceptional circumstances. Teams may be within a work area or across organisational areas such as Schools, Institutes or Divisions.

A recipient of a UQ Award for Excellence is only eligible for re-nomination in subsequent years on the basis of new efforts or achievement. If the individual or team was nominated for an Award in a previous year, however were not the final recipients of that Award, then they would be re-eligible based on the premise that there were significant new achievements or developments to be considered.

Any award recipient who is no longer employed by UQ at the time of the announcement of the awards will be issued a Certificate of Recognition, but they will not be entitled to an award prize.

Award Process

There will be an online nomination form made available on the Recognition and Reward website, for nominators to complete. This form may be completed on various electronic devices, including computers (Mac and PC), tablets, and smartphones.

Award selection is based primarily on written statements addressing the selection criteria (detailed in subsequent sections). Therefore the nominator must clearly demonstrate how the person or team they are nominating has demonstrated significant and outstanding achievement, and a meaningful and lasting impact at UQ.

Additional materials supporting the claims may be included. However, please note that a maximum of three pages of supporting material will be considered, and the relevance of any such material must be made clear in the nomination application.

Depending on the quality of the nominations, up to two awards may be given for each Award category. Subject to the quality of the nominations for a category, an Award may not be made.

The Awards will be presented at the annual UQ Awards for Excellence Ceremony.
Selection Criteria

The nominator must provide a succinct overview (maximum 150 words) of the nomination including a description of the contribution, initiative, program, project and/or activity; and how this outstanding and exceptional achievement or success exceeds normal expectations of performance. This summary will be published on the Recognition and Reward website, and in the UQ Awards for Excellence Ceremony Program (for example you may find it useful to review the past details of the UQ Awards for Excellence, available on the Recognition and Reward website).

Additionally the nominator must provide a succinct justification for the nomination, in a maximum of 500 words, addressing each of the general Selection Criteria below. It is also important that the information provided incorporates Award Specific Criteria, as applicable for each nomination category (e.g. Leadership, Service, etc). The Award Specific Criteria is detailed in subsequent sections.

General Selection Criteria

- **Criteria A: Description and Alignment with UQ Values**
  This section should include a description of the contribution, initiative, program, project and/or activity and how this significant and outstanding achievement addresses one or more of the award specific criteria.
  This section should also include information to demonstrate how the contribution, initiative, program, project or activities supports one or more of the University’s Values (please see subsequent sections for an overview of the UQ Values).  

- **Criteria B: Outcomes and Impact**
  This section should include information to demonstrate the key outcomes and achievements of the contribution, initiative, program, project and/or activity.
  This section should also include information to demonstrate the level of impact of the contribution, initiative, program, project and/or activity in terms of size, reach and significance.

Selection Committee

The University HR Division administers the UQ Awards for Excellence. Staff members who serve on the selection committee are not eligible for an Individual or Team Award during the year they serve. Committee members must declare any conflict of interest in the selection process.

The Awards for Excellence Committee shall have 4 members comprising the following:

- Vice-Chancellor and President or nominee (chair)
- Chief Operating Officer or nominee
- Director, Human Resources or nominee
- an Executive Dean/Institute Director, nominated by the Vice-Chancellor and President

The selection committee will be supported by a Secretary, appointed by the Director, Human Resources.

The selection committee’s recommendation and the Vice-Chancellor and President’s endorsement of an Award are not subject to internal appeal or review.
How to nominate an Individual or Team

Nominations may be submitted for an individual or a team. Teams may be within a work area or across organisational areas (e.g. School, Institute, Faculty or Division). When nominating a team, the nominator will select a team name, team leader and identify up to nine other key members of the team. A team member may be defined as someone who has made a significant contribution. Please note that team members will be required to be advised of the nomination before form submission, to ensure that team composition and contributions are accurately reflected.

If nominating an Individual, you are not required to advise them of this prior to form submission, although you may choose to if you wish to. However, please note that once submissions are received, all nominees will be advised via email of their nomination, and will be given the opportunity to decide if they would like to accept the nomination and proceed with the Awards process.

Please note that you will be requested to provide contact details for nominees, including all team members.

You will also be requested to provide contact details for the nominee’s relevant Supervisor, Head of School/Director of Central Division (or equivalent) and Executive Dean/Institute Director or relevant Executive. For a team nomination, these contact details are to be provided for the Team Leader only.

Nomination Endorsements

The nominee’s Head of School/Director of Central Division (or equivalent) and Executive Dean/Institute Director or relevant Executive are both required to endorse the nomination and will have the opportunity to provide comments. The endorsements will be organised by the selection committee secretary once the nomination has been received. However, it is encouraged that contact is made with the nominee’s Head of School/Director of Central Division (or equivalent) to advise them of your intention to submit a nomination and gain their support. This also provides an opportunity to advise them that they can expect to receive a request for endorsement of the nomination from the HR Division.

Please note that the Head of School/Director of Central Division (or equivalent) and the Executive Dean/Institute Director or relevant Executive will have the opportunity to review the entire contents of the nomination form itself, and may consult with the nominee’s supervisor to obtain additional feedback where necessary (particularly related to team contributions).

In the instance a Head of School/Director of Central Division (or equivalent) is also the supervisor of a nominee, then only one endorsement will be obtained.
STEP 1: If you are nominating an individual or team, please ensure that you have the support of their Head of School/Director of Central Division (or equivalent) to submit a nomination, and advise them that if you proceed with the nomination then they will receive a request for endorsement.

STEP 2: Review all of the contents in the Guide to UQ Awards for Excellence, also available on the Recognition and Reward website. You may also find it helpful to review the details of past UQ Awards for Excellence Recipients, available on the Recognition and Reward website.

STEP 3: Prepare to complete the online form. Please note that you need to be logged on to the internet to access the form. There is capacity to save the online nomination form and return to it later, so you may complete this as your time allows. Please note that if you ‘save and resume’ multiple times, then you will need to use the most recent weblink provided to you in order to access your most recent version of the form. It may therefore be helpful to prepare your responses in another format (e.g. Word document) and copy them into the online form once ready for submission.

Remember that you will be requested to provide:

- The contact details for:
  - the nominee;
  - their Supervisor;
  - the Head of School/Director of Central Division (or equivalent); and
  - the Executive Dean/Institute Director or relevant Executive
- 150 word Nomination Summary
- 500 words addressing each of Selection Criteria A & B
- Maximum three pages supporting information (optional)

STEP 4: Complete the online nomination form located on the Recognition and Reward website. Ensure all contact details and statements addressing the selection criteria are completed.

STEP 5: Once submitted, the nominator will receive an email to confirm the submission has been received.

STEP 6: When nominations close, a list of the nominees will be emailed to the relevant Head of School/Director of Central Division (or equivalent) and Executive Dean/Institute Director or relevant Executive. They will rank and endorse nominations for their area.

STEP 7: All endorsed nominations will be reviewed by the selection committee.

STEP 8: All nominators and nominees will be advised via email of the selection committee’s decision.

STEP 9: Nominees and their nominator will be invited to attend the Annual UQ Awards for Excellence Ceremony.

STEP 10: Nominees may be requested to provide a recent photograph to be used for publicity purposes (with permission).
INFORMATION FOR NOMINEES

Expectation of Award Recipients

The recipients of a UQ Award for Excellence may be expected to participate in seminars, presentations or act as a mentor to their colleagues. Photos of Award recipients may be used for publicity purposes (with permission).

Award Prizes

An Individual or Team will receive an award equivalent to a monetary amount. Award winners may elect to receive their Award prize either as:

- a one off salary payment, or;
- credit toward professional development (seminars, conferences, training courses and/or journal subscriptions).

Please note that the Award prize must be collected (salary payment) or used (professional development) within 12 months of receipt of the Award, unless otherwise approved. Relevant taxation and superannuation arrangements will apply to one off salary payments.

Individual

A winning individual will receive a Certificate of Recognition, a plaque and an Award Prize determined each year by the Vice Chancellor.

Team

A winning team will receive a Certificate of Recognition for each team member, a team plaque and an Award Prize per team member, determined each year by the Vice Chancellor and President. Each team member will have the opportunity to elect to receive their Award prize either as a salary payment or professional development. The selection committee will make a recommendation of the prize value amount to be awarded to each team member for consideration by the Vice-Chancellor and President.

Commendations

Nominees whose nomination is considered to be of a very high standard but who are not endorsed as the category winner may receive a commendation on the recommendation of the selection committee and at the discretion of the Vice-Chancellor and President.

Announcement of Award Winners

Nominees will be advised by email if they have been nominated in the UQ Awards for Excellence. Nominees will be invited to attend the Annual UQ Award for Excellence Ceremony where the winners will be announced, presented with their award and recognised for their achievements. Family members, nominees, nominators, colleagues and supervisors of the finalists will have an opportunity to attend. Please note that the number of attendees will be limited and guest invitations will be dependent on overall response rates for the UQ Awards for Excellence.

Where to go if you need help

If you have any questions regarding the UQ Awards for Excellence, please contact your School, Institute, Faculty or Division Human Resources representative, or the UQ Awards for Excellence Project Officer, (organisationaldevelopment@uq.edu.au).
UQ AWARD FOR EXCELLENCE IN LEADERSHIP

This award recognises and celebrates exemplary leadership which helps to create a positive, performance-based culture, and contributes to the achievements of the University. Such leadership may be demonstrated by staff at any level of the organisation.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
An individual or team must exemplify one or more of the capabilities identified in the UQ Leadership Framework:

- Values people and builds culture
- Thinks & works strategically
- Achieves results and drives accountability
- Fosters learning, inquiry & innovation
- Communicates and collaborates with influence
- Purposefully leads change
- Exemplifies personal credibility and integrity

For further information, please refer to the UQ Leadership website (http://www.hr.uq.edu.au/)

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team (based on standard team composition of 10 team members). The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ AWARD FOR EXCELLENCE IN SERVICE

This award recognise and celebrates individuals and/or teams that have made an outstanding and significant contribution to delivering excellence in service to students, staff and/or the wider community.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
An individual or team must demonstrate one or more of the following criteria:

- Implementation of a significant and outstanding improvement or initiative that contributed to creating an exceptional student and/or staff experience at UQ.
- Consistently provides outstanding and exceptional quality of service to University clients (i.e. employees, students and/or community).
- Significant contribution to building the professional standing and reputation of the UQ community.

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one-off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one-off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team (based on standard team composition of 10 team members). The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one-off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one-off salary payments.
UQ AWARD FOR EXCELLENCE IN INNOVATION

This Award recognises and celebrates individuals or teams that have implemented innovative, effective workplace practices and/or initiatives, including the development of new systems that improve UQ’s effectiveness and efficiency.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
An individual or team must demonstrate one or more of the following criteria:

- A significant improvement in systems, procedures or practices resulting in process and cost efficiencies at UQ.
- Implemented or advancement in workplace practices and/or initiatives that improve UQ’s effectiveness and efficiency.
- Implemented an innovative approach to meeting UQ’s strategic objectives.
- Development and implementation of new concepts, products and/or services that significantly improve the student or staff experience.

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team (based on standard team composition of 10 team members). The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ AWARD FOR EXCELLENCE IN EQUITY AND DIVERSITY

This award recognises and celebrates outstanding effort made by individuals or teams in promoting equity and diversity within UQ and the wider community.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
The initiative, program, project and/or activities of the individual or team nominee has contributed to one or more of the following criteria:

- a positive cultural change.
- to improvement in working and/or learning conditions/outcomes for staff or students from diverse backgrounds or specific priority groups (as per the UQ Strategic Plan, see Equity and Diversity).
- have enhanced the reputation of UQ in regard to equity and diversity matters in the wider community.

For further information, please refer to the UQ Equity and Diversity website (https://www.uq.edu.au/equity/content/front-page).

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team (based on standard team composition of 10 team members). The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ AWARD FOR EXCELLENCE IN WELLNESS & SAFETY

This award recognises and celebrates the contributions of staff who have implemented innovative and exciting ideas which contribute to the wellness and safety of our people.

About applying
Up to two winners may be selected from this category. An individual or team may be nominated.

Award Specific Criteria
An individual or team must demonstrate one or more of the following criteria:

- Implementation of an innovative solution that proactively enhanced wellness and/or workplace health and safety at UQ.
- Enhancement of the UQ staff experience by establishing an occupational health and safety and/or wellness activity within UQ.

Award Prize
The winning individual will receive a Certificate of Recognition, a plaque and $5,000. They may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.

The winning team will receive a Certificate of Recognition for each team member, a team plaque and a minimum of $2,000 per team member, up to a maximum of $20,000 per team (based on standard team composition of 10 team members). The selection committee will make a recommendation of the prize awarded to each team member for the consideration of the Vice-Chancellor and President. Each team member may elect to receive their award prize as a one off salary payment or professional development (seminars, conferences, training courses, team retreat, and/or journal subscriptions). Relevant taxation and superannuation arrangements will apply to one off salary payments.
UQ VALUES

Please familiarise yourself with the values detailed below, in order to respond effectively to the general Selection Criteria A.

Pursuit of excellence
We strive for excellence, seeking to apply the highest standards to benefit our communities.

Creativity and independent thinking
We welcome new ideas from our staff and students as well as from our alumni and our external partners. We support intellectual freedom, courage and creativity. We encourage the pursuit of innovation and opportunities.

Honesty and accountability
We act with integrity and professionalism and uphold the highest ethical standards. We are committed to transparency and accountability. Our decisions ensure responsible stewardship of the University’s resources, reputation and values. We lead by example in all areas including our approaches to sustainability.

Mutual respect and diversity
We promote diversity in the University community – through our people, ideas and cultures. We create a vibrant, inclusive environment in which ideas flourish and future generations, regardless of background are empowered. We respect our colleagues and work together for shared success.

Supporting our people
UQ ensures the safety and wellbeing of our people. We create an inclusive and supportive university community in which achievements are celebrated and rewarded. Our people have the opportunity to enrich their lives and pursue their goals.